	AMENDMENT OF SOLICITATION/MODIFICATION OF CON					ITRACT 1. CONTRACT ID JODE PAGE OF PAGES				
2. AMENDMENT/MODIFICATION NO. 028	3. EFF. DATE 04/19/2001	ŧ	QUISITION/PI	JRC	IASE REQ. NO.	5. PROJEC	NO. (If applicable)			
ISSUED BY CODE	HQPRO		7. ADMINISTE	REC	BY (If other than i	tem 61 CODE	HQPRO			
Immigration & Naturization Svc					aturlization Svc	(dir. c)				
Headquarters Procurement			_		ocurement Div					
425 I Street NW Room 2208		ł	-		Room 2208					
Washington, D.C. 20536			Washington	, D.C	. 20536		-			
NAME AND ADDRESS OF CONTRAC		nty, State	and Zip Code)	Π	9A. AMENDME	NT OF SOLICI	TATION NO.			
VINNELL CORPORATION TIN: 54146	7670									
Attn: Michael Uster 12150 E. Monument Drive					9B. DATED (SE	E ITEM 11)				
Suite 800				П		<del></del>	TRACT/ORDER NO.			
FairFax VA 220	)33			$ _{x} $	COW-9-C-					
	· · · · · · · · · · · · · · · · · · ·		····	^						
	ACILITY CODE THIS ITEM ONLY AP	PLIES TO	) AMENDMEN		10B. DATED (S		07/01/1999			
The above numbered solicitation is amended				_		is extend	ed, is not			
tended. Offers must acknowledge receipt of th	is amendment prior to the	hour and	date specified in	the so	licitation or as amer	لــــا ided, by one of th				
) By completing Items 8 and 15, and returning abmitted; or (c) By separate letter or telegram w D BE RECEIVED AT THE PLACE DESIGNATE DUR OFFER. If by virtue of this amendment yo legram or letter makes reference to the solicitation	hich includes a reference ED FOR THE RECEIPT Cou desire to change an off	to the solid OF OFFERS er already:	citation and amen S PRIOR TO THE submitted, such a	dmen HOU thance	R AND DATE SPE	E OF YOUR ACI CIFIED MAY RE	(NOWLEDGEMENT			
2. ACCOUNTING AND APPROPRIATION			· · · · · · · · · · · · · · · · · · ·							
			NET C	IANO	SES: \$ 0.00					
13. THIS	ITEM APPLIES ONLY	TO MOI				DERS.				
A. THIS CHANGE ORDER IS ISSUED PUR	DDIFIES THE CONTR RSUANT TO: (Specify at	ACT/ORE	DER NO. AS D	ESCI T FO	RIBED IN ITEM 1 RTH IN ITEM 14 AF	4. RE MADE IN THE	CONTRACT			
ORDER NO. IN ITEM 10A.  B. THE ABOVE NUMBERED CONTRACT/O										
appropriation date, etc.) SET FORTH IN	ITEM 14, PURSUANT TO	O THE AU	THORITY OF FA	R 43.1	03 (b).	cn as changes in	paying office,			
C. THIS SUPPLEMENTAL AGREEMENT IS mutual agreement of both parties	S ENTERED INTO PURS	UANT TO	AUTHORITY OF:							
D. OTHER (Specify type of modification and	d authority)	·		···						
D. OTHER (Specify type of modification and Mutual Agreement of the Parties										
D. OTHER (Specify type of modification and Mutual Agreement of the Parties  IMPORTANT: Contractor is not	X is required to s	ign this doc	ament and return			ies to issuing offi				
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D. OTHER (Specify type of modification and Mutual Agreement of the Parties  IMPORTANT: Contractor is not  DESCRIPTION OF AMENDMENT/MC  1. Revised Section B d	X is required to signification (Organizated 4/18/200	red by UCF 11 and	section heading revised	s, incl Sec	uding solicitation/co	ntract subject ma	tter where feasible.)			
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CLIN	Description	Quantity	Unit	Unit Price	ExtendedPrice	
	e Supervisor - Atlanta	6,250	Hr			7
2001 a Site	e Supervisor - Atlanta	6,250	Hr		*	(b)(-
	O Processing Clerk	4,000	Hr			1 '-'
2002 Qu	ality Assurance Specialist	2,000	Hr			
2003 Fin	gerprint Technician	35,000	Hr			
2004 Gu		6,250	Hr			
2005 Site	Supervisor - Baltimore	4,750	Hr			İ
2005 a Site	Supervisor - Baltimore	4,750	Hr			
2006 b 1-90	Processing Clerk	3,000	Hr	1		
	ality Assurance Specialist	500				
	gerprint Technician		Hr			
2008 Gua		21,250	Hr			
	Supervisor - Boston	4,250	Hr	•		
2009 a Site	Supervisor - Boston	6,250	Hr	1		
2010 h Lan	Processing Clerk	6,250	Hr			1
		5,000	Hr			
	ality Assurance Specialist	2,000	Hr	•		1
	gerprint Technician	45,000	Hr			
2012 Gua		9,500	Hr			
2013 Site	Supervisor - Buffalo	4,750	Hr	<b>'</b>		
2013 a Site	Supervisor - Buffalo	4,750	Hr		•	
2014 D 1-90	Processing Clerk	500	Hr			
	lity Assurance Specialist	500	Hr	ŀ		1
	erprint Technician	5,000	Hr			
2016 Gua		4,250	Hr			
2017 Site	Supervisor - Cleveland	4,750	Hr	1		
2017 a Site	Supervisor - Cleveland	4,750	Hr			ı
2018 b I-90	Processing Clerk	2,000	Hr			
2018 Qua	lity Assurance Specialist	500	Hr			
2019 Fing	erprint Technician	15,000	Hr			
2020 Guai	rd	4,250	Hr			
2021 Site:	Supervisor - Detroit	2,125	Hr			
2021 a Site:	Supervisor - Detroit	2,125	Hr			I
2022 b I-90	Processing Clerk	2,000	⊓: Hr			1
2022 Qual	ity Assurance Specialist	2,000 500		1		
2023 Finge	erprint Technician		Hr			
2024 Guar		12,000	Hr	<i>'</i>		1
	Supervisor - Miami	4,250	Hr			1
	Supervisor - Miami	12,500	Hr	1		1
026 b 1-90	Processing Clerk	12,500	Hr			1
026 D 1-99   026 Quali	by Accurance Cassistist	20,000	Hr			1
	ty Assurance Specialist	18,750	Hr			
J-	erprint Technician	100,000	Hr			1
		21,850	Hr			
029 Site S	Supervisor - New Orleans	9,375	Hr			1
029 a Site S	Supervisor - New Orleans	9,375	Hr			
U3U D 1-90 F	Processing Clerk	500	Hr			
030 Qualit	y Assurance Specialist	500	Hr			
031 Finge	rprint Technician	12,500	Hr			
032 Guard	<del>}</del>	4,250	Hr	1		1

CLIN	Description	Quantity	Unit	llate par	Extended	
2033	Site Supervisor - New York	12,500		Unit Price	Price	
2033 a	Site Supervisor - New York	12,500				
2034 b	I-90 Processing Clerk	15,000	Hr	1		(b)(4
2034	Quality Assurance Specialist	31,200	Hr			(6)(7
2035	Fingerprint Technician	180,000	Hr			
2036	Guard	25,000	Hr			1
2037	Site Supervisor - Newark	25,000 3,125	Hr			ı
2037 a	Site Supervisor - Newark		Hr			
2038 b	I-90 Processing Clerk	3,125	Hr		•	
2038	Quality Assurance Specialist	6,000	Hr			
2039	Fingerprint Technician	4,000	Hr			
2040	Guard	51,250	Hr			
2041	Site Supervisor - Philadelphia	8,000	Hr			
	Site Supervisor - Philadelphia	6,250	Hr			
2042 b	I-90 Processing Clerk	6,250	Hr			
2042	Quality Assurance Specialist	3,000	Hr			
	Fingerprint Technician	2,000	Hr			1
	Guard	39,500	Hr			
		6,250	Hr			1
	Site Supervisor - Portland	3,125	Hr			ı
2046 h	Site Supervisor - Portland I-90 Processing Clerk	3,125	Hr			
2046 b	Ougliby Assurance Control	500	Hr			
2047	Quality Assurance Specialist	500	Hr			
	Fingerprint Technician	500	Hr			ı
	Guard	500	Hr			
	Site Supervisor - San Juan	4,750	Hr			
	Site Supervisor - San Juan	4,750	Hr			ı
2050 D I	I-90 Processing Clerk	2,000	Hr			
2050 (	Quality Assurance Specialist	500	Hr -			
2051	Fingerprint Technician	10,000	Hr			
	Guard	4,250	Hr			
2053 5	Site Supervisor - Washington	3,125	Hr	·		
2053 a §	Site Supervisor - Washington	3,125	Hr	1		1
2054 b	-90 Processing Clerk	2,000	Hr			
2054 (	Quality Assurance Specialist	4,250	Hr			
2055 F	ingerprint Technician	26,000	Hr			)
2056 G	Suard	4,250	Hr			
2057 S	Site Supervisor - Chicago					1
2057 a S	lite Supervisor - Chicago	12,500 12,500	Hr u.			1
2058 b  -	90 Processing Clerk		Hr			1
2058 C	Quality Assurance Specialist	15,000	Hr			
2059 F	ingerprint Technician	10,000	Hr			
2060 G	Guard	75,000	Hr			
	ite Supervisor - Dallas	18,750	Hr	,		
_	ite Supervisor - Dallas	6,250	Hr			
	90 Processing Clerk	6,250	Hr			
2062 Q	uality Assurance Specialist	15,000	Hr			1
_	ngerprint Technician	2,000	Hr			1
	uard	33,250	Hr			
	· <del></del> -	6,250	Hr			1

CLIN Description	Quantity	Unit	Unit Price	Extended	
2065 Site Supervisor - Denver	6,250		Unit Price	Price	7
2065 a Site Supervisor - Denver	6,250	Hr			
2066 b I-90 Processing Clerk	4,000	Hr			1 /6/
2066 Quality Assurance Specialist	2,000	Hr			(b)(4
2067 Fingerprint Technician	15,000	Hr			
2068 Guard .	6,250				
2069 Site Supervisor - El Paso	4,750	Hr u-			1
2069 a Site Supervisor - El Paso	4,750	Hr			
2070 b I-90 Processing Clerk	4,000	Hr			
2070 Quality Assurance Specialist		Hr			
2071 Fingerprint Technician	2,000	Hr			
2072 Guard	31,500	Hr			
2073 Site Supervisor - Harlingen	6,250	Hr			
2073 a Site Supervisor - Harlingen	3,125	Hr			
2074 b I-90 Processing Clerk	3,125	Hr			
2074 Quality Assurance Specialist	4,000	Hr			•
2075 Fingerprint Technician	500	Hr			1.
2076 Guard	27,000	Hr			
2077 Site Supervisor - Helena	6,250	Hr	•		
2077 a Site Supervisor - Helena	4,750	Hr			
2078 b I-90 Processing Clerk	4,750	Hr			1
2078 Quality Assurance Specialist	500	Hr			
recording operalisi	500	Hr			
2079 Fingerprint Technician 2080 Guard	500	Hr			
	500	Hr			
	3,125	Hr			
2081 a Site Supervisor - Houston	3,125	Hr			
2082 b I-90 Processing Clerk 2082 Quality Assurance Specialist	4,000	Hr			1
	4,000	Hr			
3-Pint (Octanola)	37,500	Hr			
	6,250	Hr	ŀ		
	4,750	Hr	ŀ		
2085 a Site Supervisor - Kansas City	4,750	Hr			
2086 b I-90 Processing Clerk	2,000	Hr		,	İ
2086 Quality Assurance Specialist	500	Hr			
2087 Fingerprint Technician	500	Hr			
2088 Guard	500	Hr	·		
2089 Site Supervisor - Omaha	2,000	Hr			
2089 a Site Supervisor - Omaha	2,000				
2090 b I-90 Processing Clerk	2,000	Hr L			
2090 Quality Assurance Specialist	500	Hr Ur	1		
2091 Fingerprint Technician		Hr			
2092 Guard	500	Hr			
2093 Site Supervisor - San Antonio	500	Hr	1		1
2093 a Site Supervisor - San Antonio	3,125	Hr			
2034 D 1-90 Processing Clerk	3,125	Hr	1		
2094 Quality Assurance Specialist	4,000	Hr			
2095 Fingerprint Technician	2,000	Hr			1
2096 Guard	16,500	Hr	1	•	1
	4,250	Hr			1

CLIN Description	Quantity	Unit	Unit Price	Extended Price	
2097 Site Supervisor - St. Paul	7,875.	Hr		EIRE	7
2097 a Site Supervisor - St. Paul	7,875	Hr	•		0.74
2098 b I-90 Processing Clerk	2,000	Hr			(b)(4)
2098 Quality Assurance Specialist	500	Hr			1
2099 Fingerprint Technician	16,750	Hr			
2100 Guard	4,250	Hr			
2101 Site Supervisor - Anchorage	3,125	Hr			
2101 a Site Supervisor - Anchorage	3,125	Hr			
2102 b I-90 Processing Clerk	500	Hr			1
2102 Quality Assurance Specialist	500	Hr			
2103 Fingerprint Technician	500	Hr			
2104 Guard	500	Hr			
2105 Site Supervisor - Honolulu	3,125	Hr			
2105 a Site Supervisor - Honolulu	3,125	Hr			
2106 b I-90 Processing Clerk	2,000				
2106 Quality Assurance Specialist	500 500	Hr	1		-
2107 Fingerprint Technician	6,300	Hr	ĺ		l
2108 Guard	500 500	Hr			l
2109 Site Supervisor - Los Angeles	21,875	Hr			
2109 a Site Supervisor - Los Angeles		Hr			1
2110 b I-90 Processing Clerk	21,875 EE 000	Hr			
2110 Quality Assurance Specialist	55,000	Hr			
2111 Fingerprint Technician	35,000	Hr			
2112 Guard	350,000	Hr	l		
2113 Site Supervisor - Phoenix	43,750	Hr			
2113 a Site Supervisor - Phoenix	7,750	Hr			-
2114 b I-90 Processing Clerk	7,750	Hr			
2114 Quality Assurance Specialist	12,000	Hr			
2115 Fingerprint Technician	4,250	Hr			
2116 Guard	48,000	Hr			1
2117 Site Supervisor - Portland	9,500	Hr			
2117 a Site Supervisor - Portland	2,125	Hr			
2118 b I-90 Processing Clerk	2,125	Hr			
2118 Quality Assurance Specialist	2,000	Hr			
2119 Fingerprint Technician	500	Hr			
2120 Guard	12,000	Hr			
2121 Site Supervisor - San Diego	4,250	Hr			
2121 a Site Supervisor - San Diego	4,750	Hr			
2122 b I-90 Processing Clerk	4,750	Hr			
2122 Quality Assurance Specialist	4,000	Hr			3
2122 Quality Assurance Specialist 2123 Fingerprint Technician	4,250	Hr			
2124 Guard	31,700	Hr			
	6,250	Hr			
	14,000	Hr			
2125 a Site Supervisor - San Francisco	14,000	Hr	l		
2126 b I-90 Processing Clerk 2126 Quality Assurance Specialist	25,000	Hr			
Decialist	18,750	Hr			
2127 Fingerprint Technician 2128 Guard	147,600	Hr			
Guaru	28,000	Hr			
			Ī		

	CLIN	Description	Quantity	Unit	Unit Price	Extended	•
	2129	Site Supervisor - Seattle	6,250	Hr	1	UPIAA	7
,	2129 a		6,250	Hr			
	2130 b		2,000	Hr			1 (1)
	2130	Quality Assurance Specialist	4,250				(b)(4)
	2131	Fingerprint Technician		Hr			
	2132	Guard	22,979	Hr			
			4,250	Hr	1		
		Total Labor	2,485,129				
	2133	Leases / Facility Costs					<u>.J</u>
	2134	Equipment		iot	NTE	10,000,000.00	•
٠	2135	Supplies		lot	NTE	2,500,000.00	
	2136	Travel		lot	NTE	2,000,000.00	
	00	11dve:		fot	NTE	1,180,000.00	
		Total ODC				15,680,000.00	
	2137	ODC Handling Fee					(b)(4)
7	otal Estim	ate for the Period					
					-	\$ 73,445,220.15	

### TRW/Vinnell Corporation INS/ASC Servics Contract

		C-4:4-		_	×	
CLIN	Description	Estimate Max Qty	Unit	Proposed	Extended	
3001	Site Supervisor - Atlanta	12,500	Hr	Unit Price	<u>Price</u>	7
3002	b I-90 Processing Clerk	1,000	Hr			_
3002		4,250	Hr	İ		
3003	Fingerprint Technician	45,000	Hr			(b)(4)
3004	Guard	6,250	Hr			` /` /
3005	Site Supervisor - Baltimore	9,500	Hr			
3006	b I-90 Processing Clerk	750	Hr			
3006	Quality Assurance Specialist	4,250	Hr			
3007	Fingerprint Technician	21,250	Hr			]
3008	Guard	4,250	Hr			l
3009	Site Supervisor - Boston	12,500	Hr			
3010	b I-90 Processing Clerk	2,250	Hr			
3010	Quality Assurance Specialist	4,250	Hr			
3011	Fingerprint Technician	55,850	Hr			
3012	Guard	9,500	Hr			
3013	Site Supervisor - Buffalo	9,500	Hr			
3014	b I-90 Processing Clerk	3,300	Hr			
3014	Quality Assurance Specialist	4,250	Hr			
3015	Fingerprint Technician	5,000	Hr			
3016	Guard	4,250	Hr			
3017	Site Supervisor - Cleveland	9,500	Hr			
3018	b I-90 Processing Clerk	500	Hr			
3018	Quality Assurance Specialist	4,250	Hr			
3019	Fingerprint Technician	15,000	Hr			
3020	Guard	4,250	Hr			
3021	Site Supervisor - Detroit	4,250	Hr			
3022	b 1-90 Processing Clerk	1,000	Hr			
3022	Quality Assurance Specialist	1,000	Hr			
3023	Fingerprint Technician	12,000	Hr			
3024	Guard	4,250	Hr			
3025	Site Supervisor - Miami	25,000	Hr			
	b I-90 Processing Clerk	750	Hr			
3026	Quality Assurance Specialist	18,750	Hr			
3027	Fingerprint Technician	148,850	Hr			
3028	Guard	21,850	Hr			
3029	Site Supervisor - New Orlean:	18,750	Hr			
3030	b I-90 Processing Clerk	70,700				
3030	Quality Assurance Specialist	4,250	Hr Hr			
3031	Fingerprint Technician	12,500				
3032	Guard	4,250	Hr Liv			
3033	Site Supervisor - New York	4,230 25,000	Hr			
3034 t	I-90 Processing Clerk		Hr			
3034	Quality Assurance Specialist	8,308	Hr			
3035	Fingerprint Technician	31,200	Hr			•
3036	Guard	225,000	Hr			
3037	Site Supervisor - Newark	25,000	Hr			
3038 ь	I-90 Processing Clerk	6,250	Hr			
3038	Quality Assurance Specialist	2,000	Hr			
3039	Fingerprint Technician	6,250	Hr			
3040	Guard	51,250	Hr			
	<i>~</i>	8,000	Hr			
SCIOSURE of	Dropopol detects		1			ı

### TRW/Vinnell Corporation INS/ASC Servics Contract

CLIN		Description	Estimate Max Qty	1 6 24	Proposed	Extended	
3041		Site Supervisor - Philadelphia	12,500	Unit	Unit Price	Price	7
3042	b	I-90 Processing Clerk	1,000	Hr M-			-
3042		Quality Assurance Specialist	4,250	Hr			
3043		Fingerprint Technician	39,500	Hr			(b)(4
3044		Guard	6,250	Hr			1 (2)/.
3045		Site Supervisor - Portland	6,250	Hr Hr			
3046	b	I-90 Processing Clerk	0,230				
3046		Quality Assurance Specialist	4,250	Hr U-			
3047		Fingerprint Technician	4,250	Hr Hr			
3048		Guard	4,250	Hr			
3049		Site Supervisor - San Juan	9,500				1
3050	b	I-90 Processing Clerk	500	Hr			
3050		Quality Assurance Specialist	200	Hr			
3051		Fingerprint Technician	15,000	Hr u-			1
3052		Guard	4,250	Hr u.			
3053		Site Supervisor - Washington	6,250	Hr	l		
3054	b	I-90 Processing Clerk	1,500	Hr			
3054		Quality Assurance Specialist	4,250	Hr			
3055		Fingerprint Technician	26,000	Hr			1
3056		Guard		Hr			
3057		Site Supervisor - Chicago	4,250 25,000	Hr			I
3058	b	I-90 Processing Clerk	5,000	Hr			
3058		Quality Assurance Specialist	12,500	Hr Hr			
3059		Fingerprint Technician	102,500	Hr			
3060		Guard	18,750	Hr			
3061		Site Supervisor - Dallas	12,500	Hr			
3062	b	I-90 Processing Clerk	2,250	Hr			
3062		Quality Assurance Specialist	4,250	Hr			1.
3063		Fingerprint Technician	33,250	Hr			
3064		Guard	6,250	Hr			l
3065	:	Site Supervisor - Denver	12,500	Hr			
3066	b I	I-90 Processing Clerk	750	Hr			1
3066	(	Quality Assurance Specialist	4,250	Hr			Ī
3067	ļ	Fingerprint Technician	33,250	Hr			
8908		Guard	6,250	Hr			1
069		Site Supervisor - El Paso	9,500	Hr			I
070 t	o I	-90 Processing Clerk	1,500				1
070	(	Quality Assurance Specialist	4,250	Hr Hr			
071	F	ingerprint Technician	31,500	Hr			
072	0	Guard	6,250	Hr			I
073	5	Site Supervisor - Harlingen	6,250				
074 b	) [-	90 Processing Clerk		Hr			,
074	C	Quality Assurance Specialist	2,000	Hr			ŀ
075	F	ingerprint Technician	4,250	Hr			1
)76	G	Buard	27,000	Hr			
)77		ite Supervisor - Helena	6,250	Hr			1
	1-	90 Processing Clerk	9,500	Hr			
78	Q	uality Assurance Specialist	4.050	Hr			
79	Fi	ingerprint Technician	4,250 4,750	Hr Hr			
u o							

### TRW/Vinnell Corporation INS/ASC Service Contract

CLIN	Description	Estimate Max Qty	Unit	Proposed	Extended	
3081	Site Supervisor - Houston	6,250	Hr	Unit Price	Drice	7
3082	b I-90 Processing Clerk	3,000	Hr			-
3082	Quality Assurance Specialist	6,250	Hr			
3083	Fingerprint Technician	37,500	Hr	<u> </u>		(b)(4)
3084	Guard	6,250	Hr			1 ' ' '
3085	Site Supervisor - Kansas City	9,500	Hr			
3086	b I-90 Processing Clerk	3,500				Ì
3086	Quality Assurance Specialist	4,250	Hr			
3087	Fingerprint Technician		Hr			
3088	Guard	8,000	Hr	f		1
3089	Site Supervisor - Omaha	4,250	Hr			
3090	b I-90 Processing Clerk	3,250	Hr			
3090	Ouglity Appuronce Constitution	<u>-</u>	Hr			
3091	Quality Assurance Specialist	4,250	Hr	1		
3092	Fingerprint Technician	4,250	Hr			
3093	Guard	4,250	Hr			
	Site Supervisor - San Antonio	6,250	Hr			
3094	b I-90 Processing Clerk	1,500	Hr			
3094	Quality Assurance Specialist	4,250	Hr			1
3095	Fingerprint Technician	16,500	Hr			1
3096	Guard	4,250	Hr			
3097	Site Supervisor - St. Paul	15,750	Hr			
3098	b I-90 Processing Clerk	500	Hr			
3098	Quality Assurance Specialist	4,250	Hr			
3099	Fingerprint Technician	16,750	Hr			
3100	Guard	4,250	Hr			1
3101	Site Supervisor - Anchorage	6,250				
3102	l-90 Processing Clerk	0,230	Hr			
3102	Quality Assurance Specialist		Hr			
3103	Fingerprint Technician	4,250	Hr	•	•	
3104	Guard	4,250	Hr			
3105	Site Supervisor - Honolulu	4,250	Hr			· I
	I-90 Processing Clerk	6,250	Hr			
3106	Quality Assurance Specialist	<u>-</u>	Hr			
3107	Fingerprint Technician	4,250	Hr	1		
3108	Guard	6,250	Hr			
3109		4,250	Hr			
	Site Supervisor - Los Angeles	43,750	Hr			
	1-90 Processing Clerk	20,000	Hr			
3110	Quality Assurance Specialist	53,250	Hr			ı
3111	Fingerprint Technician	365,000	Hr			
3112	Guard	43,750	Hr			1
3113	Site Supervisor - Phoenix	15,500	Hr	l		
3114 Ь	I-90 Processing Clerk	1,000	Hr			
3114	Quality Assurance Specialist	4,250	Hr			]
3115	Fingerprint Technician	48,000				1
3116	Guard		Hr	1		
3117	Site Supervisor - Portland	9,500	Hr			
3118 b	I-90 Processing Clerk	4,250	Hr			1
3118	Quality Assurance Specialist	500	Hr			1
3119	Fingerprint Technician	4,250	Hr			1
3120	Guard	12,000 4,250	Hr			
			Hr			

CLIN		Description	Estimate Max Qty	Unit	Proposed Unit Price		
3121		Site Supervisor - San Diego	9,500	Hr	I	Price	7
3122	b	TO THOUSE OF THE	1,000	Hr	ĺ		-
3122		Quality Assurance Specialist	4,250	Hr			ŀ
3123		Fingerprint Technician	31,500	Hr			
3124		Guard	6.250	Hr	1		Į.
3125		Site Supervisor - San Francis		Hr			/E\/A\
3126	b	I-90 Processing Clerk	7,500	Hr			(b)(4)
3126		Quality Assurance Specialist	18,750	Hr			
3127		Fingerprint Technician	183,500	Hr			
3128		Guard	28,000	Hr			
3129		Site Supervisor - Seattle	12,500	Hr	Ì		
3130	b	I-90 Processing Clerk	1,000	Hr			
3130		Quality Assurance Specialist	4,250	Hr			
3131		Fingerprint Technician	22,750	Hr			
3132		Guard	4,250	Hr			
		Total Labor	2,677,058				
3133		Leases / Facility Costs		lot	NIT!"	10.150.000.00	<b>.</b> .
3134		Equipment		lot	NTE	13,450,000.00	
3135		Supplies		lot	NTE	500,000.00	•
3136		Travel		lot	NTE NTE	1,000,000.00	
		<u> </u>		101	1416	1,063,583.58	
	•	Total ODC				16,013,583.58	(1-1/4)
3137		ODC Handling Fee					(b)(4)
Total Est	tin	nate for the Period					
		ior wie Leifor				\$73,818,932.99	

(b)(4)

### TRW/Vinnell Corporation INS/ASC Servics Contract

## SECTION B, SCHEDULE OF SUPPLIES OR SERVICES CONTRACT COW-9-0015 Option 3 (Year 4) FOR THE PERIOD 10/01/02 - 09/30/03

CLIN	Description	Estimate		Proposed	Extended	
4001	Site Supervisor - Atlanta	Max Oty	Unit	Unit Price	Price	
4002	b 1-90 Processing Clerk	12,500	Hr			-
4002	Quality Assurance Specialist	1,000	Hr			
4003	Fingerprint Technician	4,250	Hr			
4004	Guard	45,000	Hr			
4005	Site Supervisor - Baltimore	6,250	Hr			
4006	b I-90 Processing Clerk	9,500	Hr			
4006	Quality Assurance Specialist	750	Hr			ı
4007	Fingerprint Technician	4,250	Hr			
4008	Guard	21,250	Hr			
4009	Site Supervisor - Boston	4,250	Hr			
4010	b 1-90 Processing Clerk	12,500	Hr			
4010	Quality Assurance Specialist	2,250	Hr	ĺ		
4011	Fingerprint Technician	4,250	Hr			- 1
4012	Guard	55,850	Hr			
4013	Site Supervisor - Buffalo	9,500	Hr	}		
4014	b I-90 Processing Clerk	9,500	Hr			
4014	Quality Assurance Specialist		Hr			- 1
4015	Fingerprint Technician	4,250	Hr	<u> </u>		
4016	Guard	5,000	Hr			
4017	Site Supervisor - Cleveland	4,250	Hr			
4018	b I-90 Processing Clerk	9,500	Hr			
4018	Quality Assurance Specialist	500	Hr			
4019	Fingerprint Technician	4,250	Hr			
4020	Guard	15,000	Hr			
4021	Site Supervisor - Detroit	4,250	Hr			
	b I-90 Processing Clerk	4,250	Hr			
4022	Quality Assurance Specialist	1,000	Hr			ı
4023	Fingerprint Technician		Hr			
4024	Guard	12,000	Hr			ı
4025	Site Supervisor - Miami	4,250	Hr			
	b I-90 Processing Clerk	25,000	Hr			
4026	Quality Assurance Specialist	750	Hr			1
4027	Fingerprint Technician	18,750	Hr			
4028	Guard	148,850	Hr			
4029	Site Supervisor - New Orlean:	21,850	Hr			
	I-90 Processing Clerk	18,750	Hr			
4030	Quality Assurance Specialist		Hr			
4031	Fingerprint Technician	4,250	Hr			
4032	Guard	12,500	Hr	,		
4033	Site Supervisor - New York	4,250	Hr			
	I-90 Processing Clerk	25,000	Hr			
4034	Quality Assurance Specialist	8,308	Hr			
4035	Fingerprint Technician	31,200	Hr			
4036	Guard	225,000	Hr			
4037	Site Supervisor - Newark	25,000	Hr			l
	I-90 Processing Clerk	6,250	Hr			
4038	Quality Assurance Specialist	2,000	Hr			
4039	Fingerprint Technician	6,250	Hr			
4040	Guard	51,250	Hr			
	_	8,000	Hr			

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(b)(4)

## SECTIO.. 4, SCHEDULE OF SUPPLIES OR SERVICES CONTRACT COW-9-0015 Option 3 (Year 4) FOR THE PERIOD 10/01/02 - 09/30/03

CLIN	į	Description	Estimate Max Qty	l lmit	Proposed	Extended	
4041	_	Site Supervisor - Philadelphia	12,500	<u>Unit</u> Hr	Unit Price	Price	7
4042	2	b I-90 Processing Clerk	1,000	Hr			-
4042	}	Quality Assurance Specialist	4,250	Hr			
4043	ţ	Fingerprint Technician	39,500	Hr			ı
4044		Guard	6,250	Hr			
4045	;	Site Supervisor - Portland	6,250	Hr			
4046	;	b I-90 Processing Clerk	0,230	Hr			
4046		Quality Assurance Specialist	4,250	Hr			
4047		Fingerprint Technician	4,250	Hr			
4048		Guard	4,250	Hr			
4049		Site Supervisor - San Juan	9,500		1.		ı
4050		b I-90 Processing Clerk	500 500	Hr			
4050		Quality Assurance Specialist	300	Hr U-			l
4051		Fingerprint Technician	15.000	Hr			ı
4052		Guard	15,000	Hr			ı
4053		Site Supervisor - Washington	4,250	Hr			l
4054		I-90 Processing Clerk	6,250	Hr			
4054		Quality Assurance Specialist	1,500	Hr			
4055		Fingerprint Technician	4,250	Hr			ı
4056		Guard	26,000	Hr			
4057		Site Supervisor - Chicago	4,250	Hr			
4058	ı	I-90 Processing Clerk	25,000	Hr	·		
4058		Quality Assurance Specialist	5,000	Hr			
4059		Fingerprint Technician	12,500	Hr			l
4060		Guard	102,500	Hr			l
4061		Site Supervisor - Dallas	18,750	Hr	·		l
4062	ŀ	I-90 Processing Clerk	12,500	Hr			l
4062	_	Quality Assurance Specialist	2,250	Hr			
4063		Fingerprint Technician	4,250	Hr			l
4064		Guard	33,250	Hr			
4065		Site Supervisor - Denver	6,250	Hr			
4066	h	I-90 Processing Clerk	12,500	Hr			
4066	_	Quality Assurance Specialist	750	Hr			İ
4067		Fingerprint Technician	4,250	Hr			l
4068		Guard	33,250	Hr	·		l
4069		Site Supervisor - El Paso	6,250	Hr			
	h	I-90 Processing Clerk	9,500	Hr			
4070	_	Ouglity Assurance Constitution	1,500	Hr			
4071		Quality Assurance Specialist Fingerprint Technician	4,250	Hr			
4072		Guard	31,500	Hr			l
4073			6,250	Hr			
	h	Site Supervisor - Harlingen	6,250	Hr		,	
4074	U	I-90 Processing Clerk	2,000	Hr			ĺ
4075		Quality Assurance Specialist	4,250	Hr			ĺ
4076		Fingerprint Technician Guard	27,000	Hr			ĺ
4077			6,250	Hr		•	ĺ
	h	Site Supervisor - Helena	9,500	Hr			ĺ
4078	Į.	I-90 Processing Clerk	-	Hr			
4079		Quality Assurance Specialist	4,250	Hr		,	ĺ
4080		Fingerprint Technician Guard	4,750	Hr			
		-wai Q	4,250	Hr			ĺ

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### TRW/Vinnell Corporation INS/ASC Service Contract

CLIN	Description	Estimate Max Qty	11-:4	Proposed	Extended	
4081	Site Supervisor - Houston	6,250	Unit	Unit Price	Price	7
4082	b I-90 Processing Clerk	•				-
4082	Quality Assurance Specialist	3,000		ļ		1
4083		6,250		1		
4084	Guard	37,500	Hr			
4085		6,250	Hr			(b)
4086	Site Supervisor - Kansas City	9,500	Hr			(6)
4086	b I-90 Processing Clerk	<b>-</b> ,	Hr			
4087	Quality Assurance Specialist	4,250	Hr			
	Fingerprint Technician	8,000	Hr			1
4088	Guard	4,250	Hr			
4089	Site Supervisor - Omaha	3,250	Hr			
4090	b I-90 Processing Clerk	_	Hr			
4090	Quality Assurance Specialist	4,250	Hr			
4091	Fingerprint Technician	4,250	Hr			
4092	Guard	4,250	Hr			
4093	Site Supervisor - San Antonio	6,250				
4094	b I-90 Processing Clerk		Hr			
4094	Quality Assurance Specialist	1,500	Hr			1
4095	Fingerprint Technician	4,250	Hr			1
4096	Guard	16,500	Hr	]		1
4097	Site Supervisor - St. Paul	4,250	Hr	İ		1
4098	b I-90 Processing Clerk	15,750	Hr			
4098	Ougliby Acquired as Council in	500	Hr			
4099	Quality Assurance Specialist	4,250	Hr			
4100	Fingerprint Technician Guard	16,750	Hr			1
4101	··· —	4,250	Hr			
	Site Supervisor - Anchorage	6,250	Hr			
	b I-90 Processing Clerk	-	Hr	1		1
4102	Quality Assurance Specialist	4,250	Hr			
4103	Fingerprint Technician	4,250	Hr			
4104	Guard	4,250	Hr			1
4105	Site Supervisor - Honolulu	6,250	Hr			
4106	b I-90 Processing Clerk	-	Hr			
4106	Quality Assurance Specialist	4,250				
4107	Fingerprint Technician	4,250 6,250	Hr			
4108	Guard		Hr			1
4109	Site Supervisor - Los Angeles	4,250	Hr			1
4110 E	I-90 Processing Clerk	43,750	Hr			
4110	Quality Assurance Specialist	20,000	Hr			1
4111	Fingerprint Technician	53,250	Hr	,		
4112	Guard Technician	365,000	Hr	•		
4113		43,750	Hr			
	Site Supervisor - Phoenix	15,500	Hr			1
	I-90 Processing Clerk	1,000	Hr			
4114	Quality Assurance Specialist	4,250	Hr			
4115	Fingerprint Technician	48,000	Hr			
4116	Guard	9,500	Hr			
4117	Site Supervisor - Portland	4,250				
4118 ь	I-90 Processing Clerk	<del>4</del> ,230	Hr LL-			1
4118	Quality Assurance Specialist		Hr			I
4119	Fingerprint Technician	4,250	Hr			
4400	Guard	12,000	Hr			I
4120	Guaru	4,250	Hr			l .

### TRW/Vinnell Corporation INS/ASC Servics Contract

<b>CLIN</b> 4121	Description Site Supervisor - San Diego	Estimate Max Qty 9,500	Unit Hr	Proposed Unit Price	Extended Price	l
4122	b I-90 Processing Clerk	1,000	Hr			-
4122	Quality Assurance Specialist	4,250	Hr			
4123	Fingerprint Technician	31,500	Hr			41.37.43
4124	Guard	6.250	Hr			(b)(4)
4125	Site Supervisor - San Francis	28,000	Hr			
4126	b I-90 Processing Clerk	7.500	Hr			
4126	Quality Assurance Specialist	18,750	Hr			
4127	Fingerprint Technician	183,500	Hr			
4128	Guard	28,000	Hr	1	*	
4129	Site Supervisor - Seattle	12,500	Hr			
4130	b I-90 Processing Clerk	1,000	Hr			
4130	Quality Assurance Specialist	4,250	Hr			
4131	Fingerprint Technician	22,750	Hr			
4132	Guard	4,250	Hr			
	Total Labor	2,677,058	•••			
4133	Leases / Facility Costs		1-4			
4134	Equipment		lot	NTE	13,420,000.00	
4135	Supplies	,	lot	NTE	500,000.00	
4136	Travel		lot	NTE	1,000,000.00	
			lot	NTE _	1,029,991.90	
	Total ODC			·	15,949,991.90	/b\/4\
4137	ODC Handling Fee					(b)(4)
Total Est	mate for the Period				74,197,903.90	

(b)(4)

### TRW/Vinnell Corporation INS/ASC Service Contract

## SECTION B, SCHEDULE OF SUPPLIES OR SERVICES CONTRACT COW-9-0015 Option 4 (Year 5) FOR THE PERIOD 10/01/03 - 09/30/04

				•
CLIN Description	Estimate		Propsed	Extended
	Max Qty	Unit	Unit Price	Price
Politicol Aligina	12,500	Hr		
The state of the s	1,000	Hr		Į.
may resource openialist	4,250	Hr		
- Serbing (Countoid)	45,000	Hr	1	
	6,250	Hr		
	<del>9</del> ,500	Hr		
The state of the s	750	Hr		
The state of the s	4,250	Hr		
- Section tooluncies	21,250	Hr		
	4,250	Hr		
5009 Site Supervisor - Boston	12,500	Hr		
5010 b I-90 Processing Clerk	2,250	Нг		
5010 Quality Assurance Specialist	4,250	Hr		
5011 Fingerprint Technician	55,850	Hr		
5012 Guard	9,500	Hr		
5013 Site Supervisor - Buffalo	9,500	Hr		
5014 b I-90 Processing Clerk	_	Hr		
5014 Quality Assurance Specialist	4,250	Hr		
5015 Fingerprint Technician	5,000	Hr		•
5016 Guard	4,250	Hr	·	
5017 Site Supervisor - Cleveland	9,500	Hr		
5018 b I-90 Processing Clerk	500	Hr		
5018 Quality Assurance Specialist	4,250	Hr		
5019 Fingerprint Technician	15,000	Hr		
5020 Guard	4,250	Hr		
5021 Site Supervisor - Detroit	4,250	Hr		
5022 b I-90 Processing Clerk	1,000	Hr		
5022 Quality Assurance Specialist	1,000	Hr		i
5023 Fingerprint Technician	12,000	***		
5024 Guard	4,250	Hr u.		į.
5025 Site Supervisor - Miami	25,000	Hr		
5026 b I-90 Processing Clerk	750	Hr		
5026 Quality Assurance Specialist		Hr		
5027 Fingerprint Technician	18,750	Hr		
5028 Guard	148,850	Hr		-
5029 Site Supervisor - New Orleans	21,850	Hr		
5030 b I-90 Processing Clerk	18,750	Hr		
5030 Quality Assurance Specialist	-	Hr		
5031 Fingerprint Technician	4,250	Hr		
5032 Guard	12,500	Hr		
5033 Site Supervisor - New York	4,250	Hr		
5034 b I-90 Processing Clerk	25,000	Hr		
5034 Quality Assurance Specialist	8,308	Hr		
5035 Fingerprint Technician	31,200	Hr		
5036 Guard	225,000	Hr		1
	25,000	Hr		
5037 Site Supervisor - Newark 5038 b I-90 Processing Clerk	6,250	Hr		
- · · · · · · · · · · · · · · · · · · ·	2,000	Hr		
	6,250	Hr		į
5039 Fingerprint Technician 5040 Guard	51,250	Hr		
- Guaru	8,000	Hr		1
Hon and				

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### TRW/Vinnell Corporation INS/ASC Service Contract

_		Estimate		Propsed	Eulan de 1	
CLIN	Description	Max Qty	Unit	Unit Price	Extended	
5041	Site Supervisor - Philadelphia	12,500		Julia Frice	Price	7
5042	b I-90 Processing Clerk	1,000				-
5042	Quality Assurance Specialist	4,250				
5043	Fingerprint Technician	39,500				
5044	Guard	6,250	Hr			
5045	Site Supervisor - Portland	6,250				(b)
5046	b I-90 Processing Clerk	0,230	Hr			
5046	Quality Assurance Specialist	4 250	Hr			
5047	Fingerprint Technician	4,250	Hr			
5048	Guard	4,250	Hr	İ		
5049	Site Supervisor - San Juan	4,250	Hr			
5050	b I-90 Processing Clerk	9,500	. Hr			
5050	Quality Assurance Specialist	500	Hr			1
5051	Fingerprint Technician	<u>-</u>	Hr			
5052	Guard	15,000	Hr			
5053		4,250	Hr			
	Site Supervisor - Washington	6,250	Hr			
5054 5054	b I-90 Processing Clerk	1,500	Hr			
	Quality Assurance Specialist	4,250	Hr			1
5055	Fingerprint Technician	26,000	Hr			1
5056	Guard	4,250	Hr			
5057	Site Supervisor - Chicago	25,000	Hr			l
5058	b I-90 Processing Clerk	5,000	Hr			
5058	Quality Assurance Specialist	12,500	Hr			
5059	Fingerprint Technician	102,500	Hr			1
5060	Guard	18,750	Hr			
5061	Site Supervisor - Dallas	12,500	Hr			
5062	1-90 Processing Clerk	2,250	Hr	ł		1
5062	Quality Assurance Specialist	4,250	Hr			1
5063	Fingerprint Technician	33,250	Hr			
5064	Guard	6,250		l		
5065	Site Supervisor - Denver		Hr			1.
5066 £	I-90 Processing Clerk	12,500	Hr	İ		
5066	Quality Assurance Specialist	750	Hr			
5067	Fingerprint Technician	4,250	Hr			1
5068	Guard	33,250	Hr			·]
5069	Site Supervisor - El Paso	6,250	Hr			İ
	I-90 Processing Clerk	9,500	Hr			
5070	Ouglity Assurance O	1,500	Hr			
5071	Quality Assurance Specialist	4,250	Hr			
5072	Fingerprint Technician	31,500	Hr			
5072 5073	Guard	6,250	Hr			
	Site Supervisor - Harlingen	6,250	Hr			
5074 b	1-90 Processing Clerk	2,000	Hr			I
5074	Quality Assurance Specialist	4,250	Hr .	1		
5075	Fingerprint Technician	27,000	Hr	I		
5076	Guard	6,250	Hr	Î		
5077	Site Supervisor - Helena	9,500		Ì		
5078 b	I-90 Processing Clerk	0,500	Hr H-	l		
5078	Quality Assurance Specialist	4 250	Hr Hr			
5079	Fingerprint Technician	4,250 4,750	Hr !!-			Ī
5080	Guard	4,750 4,250	Hr Hr			l

### TRW/Vinnell Corporation INS/ASC Servics Contract

CLIN	Description	Estimate Max Qty	} 1 m 2e	Propsed	Extended	
5081	Site Supervisor - Houston	6,250	Unit	Unit Price	Price	
5082	b I-90 Processing Clerk	3,000				
5082	Quality Assurance Specialist	6,250				
5083	Fingerprint Technician	37,500				
5084	Guard	6,250		-		7.3743
5085	Site Supervisor - Kansas City	9,500				(b)(4)
5086	b I-90 Processing Clerk	3,300	Hr Hr	İ		
5086	Quality Assurance Specialist	4,250	Hr			
5087	Fingerprint Technician	8,000	Hr			
5088	Guard	4,250	Hr			
5089	Site Supervisor - Omaha	3,250	Hr			
5090	b I-90 Processing Clerk	0,200	Hr			
5090	Quality Assurance Specialist	4,250	Hr	,		
5091	Fingerprint Technician	4,250	Hr			
· <b>509</b> 2	Guard	4,250	Hř	ļ		
5093	Site Supervisor - San Antonio	6,250	Hr			-
5094	5 I-90 Processing Clerk	1,500	Hr			
5094	Quality Assurance Specialist	4,250	Hr			
5095	Fingerprint Technician	16,500	Hr			
5096	Guard	4,250	Hr			
5097	Site Supervisor - St. Paul	15,750	Hr			į
5098 b	I-90 Processing Clerk	500	Hr			
5098	Quality Assurance Specialist	4,250	Hr			
5099	Fingerprint Technician	16,750	Hr			
5100	Guard	4,250	Hr			
5101	Site Supervisor - Anchorage	6,250	Hr			
5102 b	I-90 Processing Clerk	-	Hr			•
5102	Quality Assurance Specialist	4,250	Hr			I
5103	Fingerprint Technician	4,250	Hr			
5104 5105	Guard	4,250	Hr			
5105 5106 b	Site Supervisor - Honolulu	6,250	Hr			
5106 B	I-90 Processing Clerk	-	Hr			
5106	Quality Assurance Specialist	4,250	Hr			
5107	Fingerprint Technician	6,250	Hr	•		
5109	Guard	4,250	Hr			
	Site Supervisor - Los Angeles	43,750	Hr			
5110	I-90 Processing Clerk	20,000	Hr			
5111	Quality Assurance Specialist	53,250	Hr			
	Fingerprint Technician	365,000	Hr			
	Guard	43,750	Hr			
	Site Supervisor - Phoenix	15,500	Hr			
	I-90 Processing Clerk	1,000	Hr			
_	Quality Assurance Specialist	4,250	Hr			
	Fingerprint Technician Guard	48,000	Hr			
		9,500	Hr			
	Site Supervisor - Portland	4,250	Hr			
_ :	-90 Processing Clerk	500	Hr			
	Quality Assurance Specialist	4,250	Hr			
	Fingerprint Technician Guard	12,000	Hr			
		4,250	Hr			
Use or disc	closure of proposal data:					

### TRW/Vinnell Corporation INS/ASC Servics Contract

## SECT. ... B, SCHEDULE OF SUPPLIES OR SER. ... ES CONTRACT COW-9-0015 Option 4 (Year 5) FOR THE PERIOD 10/01/03 - 09/30/04

CLIN	December :	Estimate		Propsed	Extended	
5121	Description Site Supervises On Si	Max Qty	Unit	Unit Price	Price	
	Site Supervisor - San Diego	9,500	Hr			
5122	b I-90 Processing Clerk	1,000	Hr	1		
5123	Quality Assurance Specialist	4,250	Hr			
5123	Fingerprint Technician	31,500	Hr			
	Guard	6,250	Hr			(b)
5125	Site Supervisor - San Francis	28,000	Hr			
	b I-90 Processing Clerk	7,500	Hr			
5126	Quality Assurance Specialist	18,750	Hr			
5127	Fingerprint Technician	183,500	Hr			
5128	Guard	28,000	Hr			
5129	Site Supervisor - Seattle	12,500	Hr			
5130	l-90 Processing Clerk	1,000	Hr	ı		
5130	Quality Assurance Specialist	4,250	Hr			i
5131	Fingerprint Technician	22,750	Hr			
5132	Guard	4,250	Hr			
	Total Labor	2,677,058				
5133	Leases / Facility Costs		lot	L	40 400 000 0	
5134	Equipment		lot	NTE	13,480,000.00	
5135	Supplies		lot	NTE	500,000.00	
5136	Travel			NTE	1,000,000.00	
			lot	NTE _	986,916.77	
	Total ODC				15,966,916.77	
5137	ODC Handling Fee					(b)(4)
otai Esti	mate for the Period				\$74,646,963.01	

### STATEMENT OF WORK: INS APPLICATION SUPPORT CENTER SERVICES

#### C.1 Introduction

The Immigration and Naturalization Service (INS) is the agency within the Department of Justice responsible for administering a variety of immigration benefits, including permanent resident status, naturalization, international adoptions, asylum, etc. Applicants make a formal request to the INS by filing an application with an established processing fee and appropriate documentation. INS provides applicants with immigration and related services, which include but are not limited to fingerprinting, photographing, collecting signatures and other biographical information, and providing forms and other information. Once an application is approved, the applicant is issued a document: Permanent Resident Card (I-551), Employment Authorization Document, Re-entry Document, or Naturalization Certificate. All documents issued by the INS have an expiration date, except the Naturalization Certificate.

The Immigration Services Division (ISD) is a program within the INS responsible for administrating and managing of all immigration services (benefits) activities and components. One of ISD's primary responsibilities is the administration of Application Support Center (ASC) operations nationwide. There are currently 129 ASCs throughout the US and its territories. The Sault Ste Marie and Houlton Point of Entry (POE) ASCs are staffed by INS and are therefore not included as part of this Statement of Work (SOW). While the primary activity of the ASC operation is to take fingerprints, photographs, signatures, and applications, additional support functions are likely as INS re-engineers a variety of processes.

#### C.1.1 Definitions

Application Support Center (ASC). A contractor leased facility at which fingerprints, photographs, signatures, and applications of people seeking benefits are collected. ASCs are staffed with an INS Manager and a varied number of contract staff. The contract staff varies based upon location and projected applicant traffic. ASC staffing ranges from a Site Supervisor and one or two fingerprint technicians (FT) at small ASCs to multiple supervisors, FT, quality assurance (QA) personnel, and guards at extra-large sites. If more than three FT are required, an appropriate number of QA technicians, and a security officer are required. ASC offices are categorized in four sizes: small, medium, large, and extra-large.

Co-located ASC (COLO). A non-contractor leased facility located in an INS or other Government agency space at which fingerprints, photographs, signatures, and applications of people seeking benefits are collected. Workload is usually less than at a stand-alone ASC and staffing is generally an INS Manager and a Site Supervisor.

Designated Law Enforcement Agency (DLEA). A local law enforcement agency, e.g. state or local police or county sheriff, which enters into an independent agreement with the INS to take fingerprints of INS customers. Law enforcement personnel take fingerprints and obtain signatures. While DLEAs are a component of the total fingerprint program, this contract will not

provide any services associated with DLEAs. A list of current DLEAs may be found in Attachment 1.

Mobile ASC Route. An INS outreach program whereby mobile routes service applicants in locations that are generally more than 100 miles from an ASC, COLO, or DLEA. The mobile units, mini-vans or sport utility vehicles, are leased by INS and provided to INS District offices. INS personnel and contractor ASC staff provides fingerprint services at pre-arranged locations, such as community centers, schools, and churches. In some instances, an ASC contractor will drive the mobile units to the fingerprint sites to meet the INS official, who provides oversight and other support as needed.

#### C.2 Background

In the past, the majority of fingerprinting services were provided by various private businesses, referred to as "Designated Fingerprint Services" (DFS). Prints were taken by DFS entities, then returned to the applicant to be forwarded to the INS with their application seeking an immigration benefit. Due to congressional concerns about the integrity of this program and process, Congress mandated its termination and required INS to administer a fingerprint operation internally. Fingerprints are now taken in the controlled environment of an ASC or DLEA.

English, U.S. Government, and history (civics) testing was conducted by outside providers in support of the INS naturalization program. INS terminated this outside examination mechanism in August 1998, also out of concern about the integrity of the program and process. In August and September 1998, INS piloted an examination (testing) process at five ASCs. Preliminary data tends to reflect such services could be provided in an ASC environment while maintaining the integrity of the process and without impacting the ASC's primary operational responsibility of taking fingerprints. No decision has been made whether this or other services will be provided at ASCs. However, citizenship testing at ASCs may occur under this contract in the future and will be considered to be within the scope of this contract.

In 1989, INS introduced a 10-year validity period for Permanent Resident Cards (I-551s). Each card issued after October 1, 1989 carried a specific expiration date. The task of replacing the I-551 was created to enable the Service to update various automated enhancements that had occurred within the timeframe, and to provide the permanent alien population and the community with the benefit of that technology. The I-551 Renewal Process consists of the receipt of a Form I-90 (Application to Replace Alien Resident Card), capture of biometrics Form I-89 (Card Data Collection Form), and issuance of interim documentation. Based upon the potential volume of these applications, and available resources, INS expanded the scope of the ASC mission to include the I-551 Renewal Process.

In 2000, ASCs began electronically capturing and transmitting digital fingerprints to process applicants for various immigration benefits. In 2001, in response to the Legal Immigration and Family Equity Act, digital biometrics data capture and electronic transmission at the ASCs was expanded to include photographs and signatures for processing of specific INS forms (245(i), I-

485, I-765, I-131, and I-539). Based upon the potential for reduced timeframes needed by INS to process these forms as the result of using electronic transmission methods, INS may expand full digital biometric capture (fingerprints, photographs, and signatures) to additional INS forms in the future.

#### C.3 Contract Purpose

The purpose of this contract is to obtain non-personal, professional and nonprofessional services, and supplies as necessary to operate and manage INS Application Support Center facilities.

#### C.4 Scope of Work

The contractor shall provide, in accordance with the requirements specified herein, all facilities (except for those co-located within another Government facility), training, personnel support, supplies, and equipment necessary to operate and manage the ASC facilities throughout the United States and its territories. The contractor shall provide all services specified in this SOW, as well as any other ASC-related services (as directed by INS policy/mission and/or congressional action) that may be incorporated through modification. Possible services that may be added include, but are not limited to, the following: (1) testing services, (2) Government forms distribution, and (3) information centers.

### C.5 Task 1: Program Management

The contractor shall provide all management and administration as necessary to provide quality ASC services. This shall include, as a minimum, the following:

- a. General Project Management Services
- b. Facility Management
- c. Logistics Management
- d. Personnel Management
- e. Procurement Management
- f. Quality Control Program Management
- g. Training Program Management

### C.5.1 General Project Management

The contractor shall provide general project management services consisting of all activities associated with the overall administration of the project to ensure its successful operation including, but not limited to, the following:

- a. Government Coordination. All activities associated with Government coordination and correspondence, e.g. meetings, presentations, and seminars.
- b. Reports. All activities associated with the preparation, data collection, development, presentation, and distribution for reports (reference Section C.10).

- c. <u>Invoicing.</u> All activities associated with invoicing, including assembling billing data, including all time and materials needed for preparing any responses to Government billing rejection letters; generation, distribution, and tracking of invoices; responding to billing inquiries; tracking which deliverables and/or units have been invoiced and which have not; and invoice reporting.
- d. Government Furnished Equipment (GFE). All activities associated with the adequate care and safekeeping of all GFE and facilities acquired under this contract, including inventory, tracking, and reporting. Upon contract completion, GFE inventory data will be provided to the government.
- d. <u>Subcontracts</u>. All activities associated with managing subcontractors, such as identification and qualification thereof, negotiation and issuance of subcontracts, obtaining Government approval for their use, review of invoices, and ensuring compliance with the security and other requirements of this contract.
- e. <u>Support.</u> Overall contract support staff, such as clerical, secretarial, data analysis, legal, and administrative support.

#### C.5.2 Facility Management

ASCs exist in 129 locations throughout the United States and U.S. territories. The Sault Ste Marie and Houlton POE ASCs are staffed by INS and are therefore not included in this SOW. Fifty-two locations are COLO sites and 75 are stand-alone ASCs (72 contractor-leased ASCs, three GSA-leased ASCs). Locations of either type may be added, extended, or deleted throughout the life of this contract (the specific locations will be provided on individual delivery orders issued against this contract). The performing contractor under this contract shall assume the 72 ASC leases.

The contractor shall provide facility management services consisting of all activities associated with the management of ASC facilities (these facility management services apply only to those ASC facilities not co-located within other Government office space) as applicable, including, but not limited to: acquisition, e.g., lease of space in geographic locations specified by the INS; building code compliance; janitorial services; insurance; maintenance; utilities; and telephone services; furniture/fixtures/signage selection, acquisition, installation; and safety and security.

a. <u>Lease Administration</u>. The contractor shall provide lease administration functions to include managing all substantive contact with landlords and agents to ensure compliance with lease terms. All existing leases shall be assumable, and the Government (including a negotiated handling fee) shall reimburse all approved lease and assumption costs, as contained in Section B. Lease monthly rental costs shall be a Direct Cost of this contract.

- b. Facility Database. The contractor shall develop and maintain a database of the status of all facilities leased under this contract. Upon contract completion, facility data will be provided to the government.
- c. Leasehold/Facility Improvements. Facilities shall be fully furnished and operational in accordance with Government site specifications and requirements. Leasehold improvements shall be made, if necessary, to bring each facility to Government specifications and requirements. Once approved by ISD, leasehold improvements shall be Direct Costs.
- d. Construction Management. The contractor is required to provide facilities meeting Government site specifications and requirements. Once directed, the contractor shall provide construction management services consisting of all activities associated with the construction of improvements/refurbishment/alterations to leased ASC facilities, including, but not limited to: obtaining building permits, providing architectural services, managing subcontractors, site visits, and ensuring compliance with appropriate city/state construction regulations. The costs associated with directed construction activities shall be billable to the Government as a Direct Cost.
- e. Maintenance. The contractor is required to provide facilities meeting Government site specifications and requirements. Repair and maintenance of facilities, and facility fixtures, shall be performed to keep each ASC in working, professional order and appearance in accordance with Government requirements. Daily janitorial services shall be performed to keep each ASC in a clean and professional appearance. All costs associated with the repair, maintenance, and daily upkeep of the ASCs shall be billable to the Government as Direct
- f. Insurance. Property insurance shall be provided for each ASC. Premiums and deductibles for the property insurance shall be billable to the Government as a Direct Cost. In the event of a loss or claim, the deductible shall be billable to the Government unless the loss is caused by the negligence of the contractor or subcontractor. Insurance coverage shall include the loss and replacement of negotiable instruments.
- g. Security. Alarmed security services shall be provided for each ASC. The security systems shall be connected to the local police and fire station. Provisioning and sustaining security costs are billable to the Government as Direct Costs.

### h. ASC Facility Specifications

- (1) Americans with Disabilities Act (ADA) compliant.
- (2) Easily accessed by the public, e.g., strip malls and ground floor areas preferred.
- (3) Leased for an economic timeperiod (usually five years) with an option to extend the lease for an additional five-year period.
- (4) Located near major transportation routes (if possible, accessible to public transportation such as buses and subway systems).
- (5) Accessible to public parking.

- (6) Accessible morning, evenings, and weekends.
- (7) Be floored in tile or other durable surface to provide for heavy traffic and the moving of large equipment.
- (8) Compliant with all local building codes, e.g., fire, alarm, and sprinkler system.
- (9) Have heating, ventilation, and air condition (HVAC) systems capable of supporting LAN/WAN equipment, computers, electronic fingerprint scanners, and digital photographic equipment (approximately 50 to 90 degrees Fahrenheit with 20 to 80 percent humidity).
- (10) Be cleaned, e.g., trash removal, dusting, window cleaning, floor wash/vacuum, and bathroom maintenance, on a daily basis.
- (11) Have as minimum, two public restrooms (male and female), ADA accessible.
- (12) Have similar physical layout as follows: (a) waiting area with chairs (b) guard/receptionist area; (c) fingerprinting area; (d) space for counter/desk/computer workstation(s); (e) potential testing area; (f) staff break room; (g) restrooms; (h) computer and/or supply room; (i) Site Supervisor office; and (j) INS Manager office. The computer and/or supply room, Site Supervisor's office, and INS Manager's office shall have doors with locks. (See attachment 2 for facility floor plan samples.)

The I-551 Renewal/Replacement Program shall be located in the space originally reserved as the "potential testing area". The Government will review ASC space requirements if the scope of the contract expands to include testing.

- i. ASC Facility Data. The Government will specify the general locations, size, minimum number of employees, and workstations at each ASC. Attachment 3 contains this information for existing and planned ASCs. The current size standards of ASCs are as follows:
  - . (1) Small Office, approximately 2,400 square feet
    - (2) Medium Office, approximately 3,600 square feet
    - (3) Large Office, approximately 6,000 square feet
    - Extra-Large Office, approximately 11,600 square feet

ASC locations and sizes may be revised, added, or deleted as determined necessary by the

j. ASC Hours of Operation. The standard hours of operation are as follows:

Stand-alone ASC Offices (except Cleveland, Manhattan, Sacramento, & Wilshire ASCs):

Closed

Monday

Closed

Tuesday to Saturday

8:00 am to 4:00 p.m.

Co-Located ASC Offices to include Cleveland, Manhattan, Sacramento, & Wilshire ASCs: Closed

Monday to Friday

8:00 am to 4:00 p.m.

Exceptions to the above hours for a specific ASC may occur and will be made by the COTR. The standard hours may change unilaterally for all ASCs, subject to an advanced, 30-day, written notification from the COTR.

### C.5.3 Logistics Management

The contractor shall provide logistical management services consisting of all activities associated with approved travel for contractor personnel, such as planning, scheduling, and procuring airfare, lodging accommodations, and ground transportation. All invoiced travel costs must be itemized in accordance with the Joint Travel Regulations in effect at the time of travel.

#### C.5.4 Personnel Management

The contractor shall provide personnel management services consisting of all activities associated with staffing including, but not limited to: recruitment; advertisement; screening; interviewing; reference checks; payroll; benefits administration; security clearance coordination; and training coordination. See Section C.5.4.2 and C.5.4.3 for labor categories required. All personnel must meet security clearance requirements set forth in Section H.

The contractor shall develop and maintain a staff retention program that will encourage continued employment of qualified personnel. This program shall also identify and offer advancement opportunities for employees with promotion potential. Current staffing by location is identified in Attachment 3.

The contractor shall provide personnel who have sufficient experience, education, and skills to successfully complete the performance of work and manage operations at the ASCs. Personnel that offer bilingual capabilities will be pursued; as preferred candidates to help provide a range of languages for communicating with immigrants whose first language may not be English.

The contractor shall provide only personnel who are fully qualified, trained, competent, and cleared to perform their assigned work and who possess the minimum qualifications for each labor category. All training shall be provided at the contractor's expense. See Section C.5.7 for training requirements.

Personnel must be flexible, open, and responsive to procedural changes and cooperative in implementing and testing new technology and standard operating procedures as the functional responsibilities within the ASCs evolve.

### C.5.4.1 Staffing

The contractor shall recruit and retain staffing levels to meet the requirements of the contract for each ASC. The contractor's organization shall consist of required project management personnel and direct labor (directly billable) on-site staffing at each ASC, and other authorized locations. The contractor shall manage available resources, ensuring the proper authorized security level (currently T3 for Form FD-258 and Biometrics processing and T2 for Form I-90 renewal

processing). The contractor shall maintain an office within 50 miles of Washington, DC for the life of the contract, including option periods, if exercised. The INS On-Site Project Manager shall be a full-time position located at INS Headquarters, 800 K Street, NW, 10<sup>th</sup> Floor, Washington, D. C. The Government will provide office space and supplies for the INS On-Site Project Manager.

### C. 5.4.2 - Key Personnel - Minimum Personnel Qualifications

The contractor shall provide the six "key personnel" positions listed in this section. The Government must approve the personnel who fill these positions in writing prior to their commencing work. The contractor shall not directly charge the labor costs incurred by these personnel to the Government; rather, their labor cost shall be reflected in the indirect rates included in the direct labor categories contained in Section B. The contractor shall provide key personnel who possess the minimum requirements as follows:

Corporate Project Manager. (Full-time position) The Corporate Project Manager shall have a minimum of six (6) years of experience in managing complex, high dollar (\$1M or more annual sales) programs, projects, and/or contracts. The majority of this experience shall be obtained in the Government contracts environment. In addition, the individual shall possess a master's degree in business or public administration, planning, technical management, finance/accounting, or other related area. In lieu of a college degree and master's degree, a candidate must have an additional six years of experience in managing complex, high dollar programs, projects, and/or contracts.

INS On-Site Project Manager. (Full-time position located at INS Headquarters) The INS On-Site Project Manager shall have a minimum of three (3) years of experience in managing mid-(\$500K) to high-dollar programs, projects, and/or contracts. The majority of this experience shall be obtained in the Government contracts environment. The INS On-Site Project Manager shall possess a bachelor of arts degree in business or public administration, planning, technical management, finance/accounting, or other related area. In lieu of a college degree, a candidate must have an additional four years of experience in managing mid- to high-dollar programs, projects, and/or contracts.

Facilities Manager. The Facilities Manager shall have a minimum of three (3) years of experience in facilities management, to include experience in space requirements analysis; the acquisition, management, and closeout of real property leases; workspace design; facility alterations and repairs; acquisition of utilities and maintenance/janitorial services; and knowledge of federal, state, and local building codes related to fire, safety, security, building access by the disabled, etc. Knowledge of electronic facilities database management is desirable.

Logistics Manager. The Logistics Manager shall have a minimum of two (2) years of experience in personal property and/or general administrative support. Experience shall include actions including personal property/supplies needs analyses; and the acquisition, tracking/inventorying/reporting, maintenance and repair, and disposal of personal property.

Knowledge of Federal property management regulations and experience in office re-locations is desirable.

Quality and Operations Manager. The Quality and Operations Manager shall have a minimum of two (2) years of experience in developing training requirements, preparing written training materials, and coordinating/scheduling formal classroom and informal, on-the-job training. The Quality and Operations Manager shall also have experience in preparing and monitoring internal procedures for adherence to government regulations and policies, and coordinating operational and administrative actions. Conducting field audits (especially ISO audits) is desirable experience.

<u>Finance Manager</u>. The Finance Manager shall have a minimum of three (3) years of experience related to budget execution, accounting, and/or financial management. Experience shall include the preparation of estimated needs and costs; use of financial management methods to track, monitor, reconcile, control, and maintain an audit trail of expenditures; and the preparation of billing invoices and expenditure reports. A basic knowledge of Federal appropriations law is required. The Finance Manager shall possess, as a minimum, a bachelor of arts degree in accounting, finance, business administration, applied mathematics, economics, or related area.

### C.5.4.3 Direct Labor Categories Required

Contractor ASC staff shall consist of the following categories:

Site Supervisors. Site Supervisors are responsible for on-going day-to-day facility operations and supervision of assigned ASC. The Site Supervisor shall oversee facility operations, equipment, maintenance, contractor staff, and security. The Site Supervisor shall work directly with the INS Manager to implement procedures and ensure integrity of the scheduling and taking of Form FD-258 fingerprints, Form I-90 application process, biometrics, and other immigration benefits operations in their facility, as identified in task orders. Site Supervisors shall have past supervisory experience prior to performance on this contract. At locations where less than four fingerprint technicians are located, the Site Supervisor shall perform the duties of the Quality Assurance Specialist. The Site Supervisor position is a SCA-exempt, professional or administrative position.

Quality Assurance Specialist. The contractor shall provide a fully trained individual who has knowledge of, and can apply, minimum FBI quality control standards. Duties shall include utilizing a quality control system to ensure that fingerprint and other immigration benefit processes are completed in accordance with acceptable principles of internal control, and meet specified, acceptable levels of quality as outlined in ASC/COLO Standard Operating Procedures. One Quality Assurance Specialist is required at all ASC locations where a minimum of four fingerprint technicians is assigned. The QA specialist position is a SCA labor category under wage determination number 01118, General Clerk IV.

Fingerprint Technicians (FT). The contractor shall provide FT who successfully completed the required training for performance of their task. Duties shall include scheduling, and re-

scheduling, as necessary, of applicants for Form FD-258 fingerprints, customer interface/greeting, initiation of forms related to fingerprint process, completion of the fingerprint process, and taking of photographs which will be electronically captured. FT shall be competent in using electronic fingerprint scanning and manual fingerprinting equipment. The contractor shall provide a sufficient number of FT at each ASC with valid state driver's licenses to support the mobile routes (see Section C.7.) The FT position is a SCA labor category under wage determination number 01117, General Clerk III.

I-90 Processing Clerks. The contractor shall provide I-90 Processing Clerks who successfully completed the required training for performance of their task. Duties shall include customer interface/greeting, in-take and initiation of documents related to the I-90 process, and completion of the I-90 application process. I-90 Processing Clerks shall be competent in using all equipment and supplies required for the I-90 process, and shall be trained in the policies and procedures relating to the receipt and control of negotiable instruments and the issuance of filing fee receipts and/or interim documentation. The I-90 Processing Clerk position is a SCA labor category under wage determination number 01118, General Clerk IV.

Guard. The contractor shall provide one or more unarmed, uniformed security guard(s) at all stand-alone ASC locations with a minimum of four FT assigned. Guards are not required at COLO sites. Each guard shall have successfully met the required training (as required for registration in the State where performance will occur) and security clearances, and will maintain a neat and professional appearance. The guard position is a SCA labor category under wage determination number 27102, Guard II.

### C.5.5 Procurement Management

The contractor shall provide procurement management services consisting of all activities associated with the procurement of supplies and services needed for operation of the ASCs, and not provided by the Government. The contractor shall procure, for reimbursement by the Government, all supplies, equipment, and furniture, including, but not limited to: modular furniture, general office supplies; fingerprinting supplies; copiers; facsimile machines; televisions and VCRs; electronic customer numbered waiting systems; American flags and stands; cabling; anti-fatigue mats; and indoor and outdoor signs. The Government will provide electronic fingerprint scanning equipment, digital photograph and signature equipment, computers, printers, and safes to the contractor. All such items procured by the contractor and reimbursed by the Government shall become the property of the Government and shall be returned to the Government upon contract completion. Open-market procurements must be properly documented to prove price competition was obtained, or justification for not obtaining competition. If use of GSA schedule is authorized, the contractor shall follow the requirements of FAR, Subpart 8.4. The contractor shall provide, at its own expense, refrigerators, microwaves, and other kitchen appliances and utensils necessary to stock the staff break room. Government shall not reimburse kitchen appliance and utensil costs.

#### C.5.6 Quality Control Program

The contractor shall provide quality control and assurance services consisting of all activities associated with quality control including, but not limited to:

#### Form FD-258 Processing:

- a. All FT (after the individual has been employed for one month or more as a FT) shall complete the processing of a minimum of five applicants per hour if doing manual (ink) or electronic fingerprinting (when the conditions of a steady flow of applicants exist). The processing shall include the completion of the masthead and the rolling of the fingerprints in compliance with FBI standards.
- b. The contractor shall maintain an overall national fingerprint productivity rate of five (5) prints per hour per FT (when the condition of a steady flow of applicants exists).
- c. The contractor shall maintain an overall national Form FD-258 reject rate not to exceed one (1) percent for unclassifiable fingerprints. The rate of one percent does not include cases where the applicant is clearly unable to provide a FBI-classifiable fingerprint. A FBIunclassifiable fingerprint is defined as a print returned two times by the FBI as unclassifiable.
- d. The contractor shall provide Government-furnished customer service questionnaires to all FD-258 fingerprint applicants at time of fingerprinting, and maintain a secured container for collection of questionnaires. The Site Supervisor shall be responsible for the collection of these forms. The contractor shall maintain an overall national customer satisfaction rate of 85 percent (i.e., at least 85 percent of all responses indicate overall satisfaction with the fingerprinting services provided).
- e. The Government shall reject work failing to meet these standards, and the contractor shall be required to perform the work again at no additional cost to the Government. Repeated rejection of Form FD-258 cards is not acceptable; the COTR may replace employees whose cards are repeatedly rejected upon request.
- f. The contractor shall assign unique six-digit identifiers to each ASC contract staff member. The contractor will be able to monitor and track each employee's performance level based upon this unique six-digit identifier and three-digit ASC location (X) code.
- g. The contractor shall maintain quality control of all work performed, review the condition and appearance of output, check output for accuracy and consistency, and ensure completion of all steps in compliance with INS/FBI specifications. The Government shall reject work not meeting INS/FBI quality standards. Failure to deliver acceptable work may result in contract termination.
- h. The COTR, who must inform the Contracting Officer to issue a change-order in the event the modification has a cost impact, shall modify quality control procedures. As the ability of the

Service to collect statistical performance data is enhanced through automation, the Government intends to bilaterally modify the contract in the next year or two to add "performance based service contracting" (PBSC) provisions. This will include monetary performance incentives and/or nonperformance deductions, a specific surveillance method, and maximum—allowable degrees of deviation from the acceptable quality level (AQL) that can be associated with the performance standards listed in C.5.6(b) through (d) above.

#### Form I-90 Processing:

- a. The contractor shall maintain an overall national Form I-90 productivity rate of six applications per hour per Form I-90 processing clerk (when the condition of a steady flow of applicants exists).
- b. The contractor shall provide Government-furnished customer service questionnaires to all I-90 applicants at time of processing, and maintain a secured container for collection of questionnaires. The Site Supervisor shall be responsible for the collection of these forms. The contractor shall maintain an overall national customer satisfaction rate of 85 percent (i.e., provided).
- c. The contractor shall maintain quality control of all work performed, review the condition and appearance of the output, check output for accuracy and consistency, and ensure completion of all steps in compliance with INS/Service Center specifications. The Government shall reject work not meeting INS/Service Center quality standards. Failure to deliver acceptable work may result in contract termination.

### Biometrics Module Processing:

- a. The contractor shall maintain an overall national Biometrics Module productivity rate of six applicants per hour per FT (when the condition of a steady flow of applicants exists).
- b. The contractor shall provide Government-furnished customer service questionnaires to all biometrics applicants at time of processing, and maintain a secured container for collection of questionnaires. The Site Supervisor shall be responsible for the collection of these forms. The contractor shall maintain an overall national customer satisfaction rate of 85 percent (i.e., at least 85 percent of all responses indicate overall satisfaction with the biometrics services provided).
- c. The contractor shall maintain quality control of all work performed, review the condition and appearance of the output, check output for accuracy and consistency, and ensure completion of all steps in compliance with INS National Benefits Center (NBC) quality standards. Failure to deliver acceptable work may result in contract termination.

### C.5.7 Training Program

The contractor shall provide training services consisting of all activities associated with the implementation of a training program for ASC services, including, but not limited to: procedural development; providing instructors, equipment, and supplies; logistical coordination of training facilities; printing and distribution of course material; and progress reporting. The contractor is not required to develop the content of the minimum staff training contained in this Section in paragraphs a through d, below – this content will be provided to the contractor by the Government. The Government, unless otherwise specified, shall not reimburse costs for training requirements in paragraphs a through e, below.

As a minimum, staff training shall be provided in the following areas:

- a. <u>Overview of ASC Mission</u>. To include, as a minimum, an introduction to the INS (general history and applications' petitions affected by fingerprinting), the background of the ASC program, and a summary of the Naturalization Quality Procedures.
- b. Fingerprint Process. The contractor shall provide a fingerprint process session that has been certified by the FBI, to include, as a minimum; a description of the fingerprint work flow, forms of acceptable customer identification, fraudulent document recognition, manual FP techniques, electronic FP procedures; and masthead data completion. Upon completion of the FP training session, personnel shall be able to produce classifiable prints in accordance with FBI/INS policy and procedures.
- c. <u>Customer Service</u>. To include, as a minimum, professionalism, cross cultural sensitivity, problem resolution, non-verbal communication, ethics, and the prevention of sexual harassment.
- d. I-551 Renewal/Replacement Procedures. The contractor shall provide a training session, to include, as a minimum: a description of the renewal/replacement workflow; required documentation at the time of application intake; forms of acceptable customer identification; fraudulent document recognition; manual fingerprint techniques; Form I-89 data completion; issuance of interim documentation; fee receipt; and tracking of security items to include negotiable instruments, extension stickers and stamps. Upon completion of the training session, personnel shall be able to recognize and accurately notate a completed I-90 application, generate and complete Form I-89, and issue interim documentation in accordance with INS policy and procedures. ON A ONE-TIME BASIS ONLY, following issuance of the I-90 task order, the Government will provide instructors and student training materials for formal classroom instruction for ASC contractor and INS employees. The contractor shall be required to arrange for adequate facility space, in geographic locations specified by the Government, to train approximately 400 contractor and INS ASC personnel. The contractor shall obtain Government approval for, and arrange travel for approximately 240 contractor personnel to attend a one-day Form I-90 formal classroom training session. ON A ONE-TIME BASIS ONLY, approved contractor space rental and training travel costs associated with the formal Form I-90 classroom training sessions will be reimbursed by the

Government. Upon completion of the Government-provided formal classroom training, contractor expenses to comply with training requirements in this paragraph shall not be reimbursed by the Government unless to perform training at ASC/COLO locations excluded from the formal Government provided training.

e. Biometrics Procedures. The contractor shall provide training to include, as a minimum: a description of the procedural workflow; required applicant documentation; forms of acceptable customer identification; fraudulent document recognition; electronic fingerprint techniques (press fingerprints); use of electronic fingerprint, digital photograph, and digital signature equipment, including "store and forward" transmission software; and quality control techniques. ON A ONE-TIME BASIS ONLY, following issuance of the biometrics task order, the government will reimburse the contractor for approved biometrics training costs to train current ASC employees on-site at all ASCs/COLOs. The government will reimburse only biometrics training costs that the INS ASC Program Manager has approved in writing prior to costs being incurred. Upon completion of the one-time only training, contractor expenses to comply with training requirements in this paragraph shall not be reimbursed by the government.

by the Government at time of contract award. The information contained in these materials is sufficient to meet the training requirements listed in paragraphs C.5.7(a) through (c). Student training materials sufficient to meet the training requirements listed in paragraph C.5.7(d) will be provided by the Government. The contractor shall prepare a Biometrics Training Plan (maximum of three pages, excluding a cover/approval page) and training materials for the requirements in paragraph C.5.7(e). The contractor shall provide a copy of the Training Plan to the INS ASC Program Manager for approval prior to commencing training. The government expects the contractor to utilize previous government-provided and/or equipment manufacturer training materials, as applicable, for the training in paragraph C.5.7(e).

If the contractor desires to alter government-provided training material or change the media (e.g., using a video version instead of a written manual), the contractor shall submit its changed materials within 30 days after contract award. Within 15 days of receipt of the Government's comments, the contractor shall submit a final training manual to be approved in writing by the COTR. This training manual shall be updated as deemed necessary by the Government. All training documentation developed by the contractor shall be Government property.

### C.6 Task 2: Fingerprinting Services

### Task 2(a) - Form FD-258 Processing:

In accordance with Government-approved training (as discussed in C.5.7), the contractor shall provide fingerprint services for U.S.citizens and non-U.S.citizens applying for immigration benefits at each ASC on a scheduled basis (scheduling of applicants for Form FD-258 fingerprint service shall be accomplished by the Government and the contractor on a coordinated basis). The contractor shall schedule applicants to have fingerprints taken at ASCs for Form FD-258

processing when provided the required scheduling information from the Government (usually the INS District Office). Scheduling includes initial scheduling and re-scheduling of applicants to be performed locally at the ASCs by the contractor to accommodate applicant re-scheduling requests, and to re-take FBI-rejected fingerprints and expired fingerprints (i.e., initial fingerprints were taken more than 15 months ago). Scheduling by the contractor shall also include fingerprint scheduling for special projects to include, but not be limited to, Temporary Protective Status programs and other immigration benefits programs mandated by Congress or INS, as specified in task orders.

This section summarizes the Standard Operating Procedures utilized in the ASCs, a copy of which will be provided to the contractor after award.

Fingerprinting services include customer identity verification, rolled or electronic fingerprinting, entry of masthead information, and control of the Form FD-258s as follows:

- a. <u>Customer Identity Verification</u>. Customer's identity shall be verified. Subsequently, an Alien Information Worksheet shall be distributed to each customer. The process shall be briefly explained and questions answered.
- b. Form FD-258 Completion. Masthead information shall be entered in the computer from the scheduling notice and fingerprint worksheet and verified for accuracy. Fingerprints shall be rolled by ink methods or electronically captured, as applicable. Prints shall be reviewed by quality control to ensure classifiability by the FBI. Upon completion, the cards shall be processed through the specified printer.
- c. Form FD-258 and Live-Scan Transmission. At the end of each business day, all electronic Form FD-258s shall be transmitted to the FBI for analysis. Manual fingerprints shall be sent via express overnight mail to the appropriate INS office for forwarding to the FBI. The contents of each mailing for manual fingerprints shall be logged in a manifest and tracked by customer name and Alien Registration Number. For electronic fingerprints, a Transaction Register shall be printed at the end of the day. The separate quantities of electronic and manual FD-258s shall be reported in a weekly report to the Government.

### Task 2(b) - I-551 Renewal/Replacement Services:

In accordance with Government-approved training (as discussed in C.5.7), the contractor shall provide I-551 Renewal/Replacement Services for non-U.S. citizens applying for immigration benefits at designated ASCs on a walk-in basis. [When standardized process and procedures become available, the Government will schedule the applicants for this service, where feasible.] This section summarizes the Standard Operating Procedures utilized in the ASCs, a copy of which will be provided to the contractor.

I-551 Renewal/Replacement Services shall include I-90 application review/intake, I-551 examination and customer identity verification, Form I-89 generation and completion, issuance of interim documentation, and completion and control of the I-90 Application, as follows:

- a. <u>I-90 Application Review/Intake</u>. The two-page application shall be reviewed for completeness to insure all data collection fields have been completed and required documentation is submitted: the expired/expiring ten-year I-551 Card; the processing fee, payable in check or money order; a two-sided copy of the I-551; and two photographs.
- b. <u>I-551 Examination and Customer Identity Verification.</u> The applicant's identity shall be confirmed and the authenticity of the expired/expiring I-551 shall be verified. The I-551 shall be compared to the front and back copy, and the appropriate application shall be annotated accordingly.
- c. Form I-89 Generation. An impression of the right index finger shall manually be placed on Form I-89 within a template. The applicant's signature shall also be taken within that template. Information on the Form I-89 shall be completed. Form I-89 shall be verified for accuracy. Upon completion, Form I-89 shall be assembled with the application and required documentation.
- d. <u>Issuance of Interim Documentation</u>. A secure, serialized sticker shall be affixed to the expired/expiring I-551. Entry of information including, but not limited to the following, shall be made into a database tracking system: the serial number, A-Number on the I-551, name of applicant, issuing technician, and other pertinent data.
- e. Reconciliation. At the end of each business day, the contractor shall work with the INS Manager to account for the daily I-90 receipts, and reconcile sticker inventory. Daily manifests tracking each specific sticker number issuance with A-Number and applicant name shall be co-signed by both the Site Supervisor and INS Manager. The available sticker inventory shall be compared against the number of stickers issued and voided during the day to verify inventory levels, and reconciliation shall be completed. If discrepancies occur, reasonable efforts will be made to establish reasons for discrepancy. If reconciliation cannot be established then a report must be furnished as to the discrepancy, fee remittances, and sticker numbers involved, and indicating the efforts that were made to reconcile. Both the Site Supervisor and INS Manager shall co-sign the reconciliation report.
- f. Form I-90 Mailing. At the end of each business day, all of the Form I-90 applications shall be sent via overnight express to the appropriate INS office (for data entry, receipt generation, and adjudication). Where late night pick-up is not available for application and fees received after the last scheduled pick-up, the INS Manager shall be notified and the applications and fees will be secured in an approved safe. The applications and fees will be appropriately dispatched the following business day. Each mailing shall be logged and tracked in a dated manifest, content of which will be determined by the Government. The INS Manager will prepare, log, track and ship the daily manifest, and will retain a copy of each manifest for a reported in a weekly report to the Government.

Task 2(c) - Biometrics Processing:

The contractor shall provide biometrics processing services for scheduled applicants applying for immigration benefits. This section summarizes the Standard Operating Procedures utilized in the ASCs for biometrics processing, a copy of which will be provided to the contractor following issuance of the biometrics task order.

- a. <u>Customer Identity Verification</u>. Customer's identity shall be verified. Subsequently, an Alien Information Worksheet shall be distributed to each customer. The process shall be briefly explained and questions answered.
- b. <u>Demographics Generation</u>. Demographics information shall be entered into the computer from the scheduling notice, if applicable, and Alien Information Worksheet and verified for accuracy.
- c. <u>Biometrics Capture</u>. Press fingerprints shall be electronically captured. A digital signature shall be obtained from the applicant using the digital signature device, and one applicant photo shall be obtained using the digital photography equipment.
- d. <u>Quality Control</u>. Demographics information, fingerprints, photographs, and signature images shall be reviewed by quality control to ensure the data meets or exceeds INS National Benefits Center (NBC) standards.
- e. <u>Biometrics Data Transmission</u>. At the end of each business day, applicant biometrics data shall be electronically transmitted to the NBC for processing. The number of biometrics applicants processed each day shall be reported in a weekly report to the government. The ASC INS Manager will print and retain a Transaction Register.

### C.7 Task 3: Mobile Route Fingerprinting Services

The contractor shall provide all supplies, equipment, and staff necessary to operate the Mobile Route Fingerprint program, unless otherwise specified. Mobile route vehicles, which will be provided as GFE, are usually a van or sport utility vehicle. The vehicles will contain the equipment necessary to perform fingerprinting services (e.g., laptop computers, laser printers, bar-code readers, and portable fingerprinting kits), all provided as GFE. The routes are determined by the INS District offices, including the identification of service point addresses, hours of operation, and schedules. Typically one INS official accompanies one FT during the mobile routes. FT may be required to drive the vehicle and must possess a valid state driver's license in this situation. Overnight travel may be required. When the vehicles are not in use, they will be housed at either INS offices or the ASCs. See Attachment 4 for established mobile routes and staffing requirements and Attachment 5 for listing of standard supplies and equipment to be provided by the contractor. The Mobile Routes may be changed unilaterally by the Government any time during the term of this contract.

### C.8 INS Security Requirements

Since the performance of this contract requires that the contractor have access to sensitive Government information, the contractor shall adhere to the security requirements listed in clause H.3, Security Requirements for Unescorted Facility Access Contract. All contractor staff shall have a security clearance in compliance with the INS security requirements prior to contract performance.

#### C.9 Conflicts of Interest

The contractor and its employees are not authorized to perform any work under this contract that, due to any business, personal, or other type of relationship, could create a potential conflict of interest, or might present an appearance of a conflict of interest. In addition, any information provided to the contractor during performance of this contract is strictly confidential and cannot be used for financial gain.

### C.10 Reporting Requirements

The contractor shall be responsible for reporting progress at each site location. The COTR must receive all reports by the deadline, as specified in this Statement of Work or in delivery orders. Periodic meetings with Government personnel will be required, often with little or no advance notice, to discuss these reports and project status. Fiscal reporting must conform to the Government's fiscal year, October 1 through September 30. All reports are considered part of overall Program Management, and are not separately billed to the contract. Reports may be required to be delivered in electronic format as specified by the COTR. The contractor shall furnish reports using software applications standard to INS – (currently Microsoft Office). The contractor shall establish and maintain appropriate tracking systems to prepare and submit the management reports required. Creation and maintenance of these tracking systems shall not be separately billed to the contract.

The contractor shall prepare the reports as described in this section. The COTR may require other daily, weekly, and monthly progress and status reports. Delivery Orders issued against this contract will contain any additional reporting requirements.

- a. <u>Monthly Status Report.</u> The contractor shall prepare and submit monthly status reports to be delivered to the COTR within seven (7) working days after the end of each month. The reports shall include, as a minimum, the following:
  - (1) A narrative section on the progress of the work performed. This narrative description shall include, but not be limited to, significant progress made during the reporting period under each major requirement of the Statement of Work, cumulative project statistics and identification of significant deliverables produced by hourly rates staff and the names of staff used; all activities which were scheduled to be completed during the reporting period but were not completed as of the end of the period; identification of any problem encountered or anticipated that will affect the on-going work requirements, or completion of the work within the time constraints as set forth in the delivery order,

together with recommended solutions to such problems; and significant work planned

- (2) Any problems and/or damages to property (i.e., equipment) and the facility.
- b. Monthly Summary Task Order Report. The purpose of this report is to ensure both the Government and the contractor maintain an accurate record and common understanding of all delivery orders issued under this contract and their financial status. The report shall be delivered to the COTR within seven (7) working days after the end of each monthly reporting period. This report shall contain, as a minimum, for each task order:
  - (1) Task Order Number and site location.
  - (2) Current amount obligated and history of any modifications on the total amount.
  - (3) Total amount obligated by CLIN.
  - (4) Amount expended by CLIN for the reporting period.
  - (5) Cumulative amount expended by CLIN for the delivery order.
  - (6) Accrued costs (in-billed contractor obligations).
  - (7) Rebates, credits and penalties.
  - (8) Balance remaining by CLIN for the task order.
  - (9) Updated project annual costs.
  - (10) Task order issuance date.
- c. Government Owned Property Report. The purpose of this report is to maintain current and accurate records of the property type, location, identification number, quantity of any property furnished to the contractor by the Government or acquired by the contractor on behalf of the Government for use under this contract. The contractor should note that this may include furniture, ADP and other equipment, computer software, etc. To support this function, the contractor shall conduct a quarterly review of all Government owned property in its custody and document and update the holdings in each office location. This report shall be delivered to the COTR within 20 working days after the end of each fiscal year, and as required during the year by the COTR. This report shall contain, as a minimum, the following information:
  - (1) Item type
  - (2) Item description
  - (3) Model
  - (4) Manufacturer
  - (5) Serial number
  - (6) INS-PCN#
  - **(7)** Leased or purchased
  - (8) Purchase Date
  - (9) Acquisition Cost
  - (10) X Code (Location)
  - (11) Region
  - (12) District
  - (13) Site Name
  - (14) Unit of Measure (UOM)

#### (15) Remarks

Upon contract completion, these reports will be used in conjunction with invoice records to determine GFE to be returned to the Government.

- d. Weekly Fingerprint Production Report. The contractor shall prepare and deliver weekly fingerprint production reports to the COTR, to be delivered to the COTR within four (4) working days after the end of each week. The reports shall include, as a minimum, the following:
  - (1)ASC location
  - (2) Total FP Workstations
  - (3) Number of FP Workstations Manned
  - (4) FP Workstation Capacity
  - (5) Number of Authorized I-90 Workstations
  - (6) I-90 Workstation Capacity
  - (7) Number of Authorized Biometrics Workstations
  - (8) Biometrics Workstation Capacity
  - (9) Total Site Capacity
  - (10) Number of Workstations Not Operational
  - (11) Total Number of Fingerprints Processed
  - (12) Total Number of Electronic Prints Processed
  - (13) Total Number of I-90s Processed/Stickers Issued
  - (14) Number of contractor staff hours devoted to I-90s
  - (15) Average number of I-90s per hour
  - (16) Total Number of Fingerprint/I-90s Processed
  - (17) Total Number of Biometrics Applicants Processed
  - (18) Number of Contractor Staff Hours Devoted to Biometrics\*
  - (19) Average Number of Biometrics Applicants Per Hour\*
- (20) Percent of Site Capacity Utilized
- \* The government will consider deleting this reporting requirement once the contractor consistently meets or exceeds the minimum national biometrics productivity rate of six applicants per hour per FT (when the condition of a steady flow of applicants exists.).
- e. Significant Event/Incident Reports. The contractor shall prepare and submit Significant Event/Incident Reports to the COTR within 72 hours of an incident. Reports shall be limited to one page per incident. The reports shall include, as a minimum, the following:
  - (1) ASC site affected
  - (2) Location of incident (inside ASC, in parking lot, etc.)
  - (3) Date of incident
  - (4) Time of incident
  - Details and circumstances of incident
  - Site Supervisor signature

#### INS Manager signature

The contractor shall prepare and submit separate Incident Reports for Form I-90 discrepancies. The contractor shall submit the I-90 Incident Reports to the COTR within 24 hours or the next business day of an incident. Reports shall be limited to one page per incident. The reports shall include, as a minimum, the following:

- (1)ASC site affected
- Date of discrepancy (2)
- (3) Details and circumstances of discrepancy
- Efforts made to reconcile discrepancy (4)
- Type of discrepancy: sticker or negotiable instrument **(5)** (6)
- Type of Remittance: Check or Money Order (7)
- Sticker Number(s)
- Site Supervisor signature (8)
- INS Manager signature (9)
- f. Number of People Waiting in Line Prior to Opening & Turned Away at Closing Weekly Report. The contractor shall prepare and submit a report by ASC location to the COTR within four (4) working days of the end of each week. The reports shall include, as a minimum, the following:
  - (1) ASC location
  - Number of people waiting in line and turned away at closing by day of the week (2)
  - (3) Total weekly number of people waiting in line by site

### C.11 Substitution of Key Personnel

The INS reserves the right to exercise approval authority over any substitution of the contractor's "key personnel" staff members assigned to this project throughout its term. Junior staff members assigned must have appropriate supervision. All proposed substitutions of key personnel staff members will be submitted, in writing, to the Contracting Officer at least 15 days prior to the proposed substitution along with an explanation of the circumstances necessitating the substitution and a complete resume of the proposed substitute.

All substitutes will have qualifications that are equal to or higher than the qualifications of the person being replaced. The Contracting Officer will evaluate requests for substitution and addition of personnel in consultation with the COTR. The Contracting Officer will promptly notify the contractor, in writing, of approval or disapproval. See H.2.

### C.12 Contractor Furnished Equipment and/or Facilities

The contractor shall furnish the equipment and facilities, as required in Sections C.5.2, Facility Management (72 contractor-leased ASCs); C.5.5, Procurement Management (Kitchen Appliances and Utensils); and C.7, Mobile Route Fingerprinting Services.

### C.13 Government Furnished Equipment and/or Facilities

The Government, except for those areas listed above in Section C.12, will provide all required equipment and facilities to perform the tasks contained in the SOW. The Government will provide one computer workstation with a printer to each of the three contractor's regional and deputy regional managers for use on this contract.

#### C.14 Travel

The contractor may be required to travel to ASC sites at the request of the Government. Travel costs under this contract shall generally be limited to those allowable under Federal Travel Regulations and the applicable per diem rates. All approved travel will be reimbursed at cost, plus the applicable handling fee as stated in Section B. Section C.5.3, Logistics Management, discusses this requirement.

### C.15 Inherently Governmental Functions Reserved for Government Officials

Tasks to be fulfilled under this contract do not involve the performance of inherently governmental functions. In compliance with FAR 7.5,

- a. the final determination(s) or decision(s) which result from consideration of the alternatives
  provided by the contractor report(s) is/are reserved for Government officials;
- b. contractor personnel working under this contract will properly identify themselves as such at all times; and
- c. all documents or reports produced by the contractor will be suitably marked to identify them as contractor work product, and not official Government material.

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(Signature of person authorized	l to sign)		~~	Signature of Confecting Office	410010
Vendor Official	Reques	tor		STANDARD FORM	
Receiving G104 Oblid	o. Other			Prescribed by GSA	FAR (48 CFR) 53.243

### INS Fingerprint Program Summary

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Atlanta	2	2	4	49,909	11	2	7	3	4	3	26,140	6	2	26,140	4	2	23
Baltimore	1	2	3	48,088	6	1	7	3	2	3	35,206	5	3	23,956	3	2	21
Boston	3	1	4	81,067	14	2	11	4	5	3	41,030	6	3	29,780	4	3	31
Buffalo	0	3	3	6,067	3	0	1	0	3	2	7,280	3	0	7,280	- 3	٥	6
Cleveland	1	2	3 -	9,927	4	0	1	0	3	1	11,912	3	1	9,099	2	1	7
Detroit	2	1	3	44,191	6	2	5	2	2	1	29,779	4	3	18,529	2	- 2	17
Miami	7	1	8	199,908	31	7	29	10	8	7	104,890	17	9	82,390	8	7	77
New Orleans	0	6	6	13,319	7	2	2	0	5	6	15,983	6	0	10,920	4	0	15
New York	7	0	7	318,750	48	9	41	14	9	10	101,250	16	9	101,250	9	9	101
Newark	2	0	2	93,750	12	3	12	4	3	2	56.250	9	5	33,750	3	3	32
Philadelphia	2	2	4	44,780	10	2	6	2	3	2	19,986	6	1	19,986	4	2	18
Portland (ME)	0	-3	3	12,730	3	0	0	0	1	2	3,276	2	0	3,276	2	0	3
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Phoenix	3	2	5	77,757	11	3	12	4	5	2	48,309	10	4	37,059		3	33
Portland (OR)	1	0	1	18,750	2	1	3	1	1	0	22,500	2	2	11,250		1 1	. 35 a
San Diego	2	1	3	57,767	7	2	8	3	3	3	46,820	7	ā	24,320		,	25
San Francisco	9	0	9	271,323	38	11	35	12	11	8	134,337	21	13	89,337		9	100
Seattle	1	3	4	43,263	7	1	6	2	3	4	29.416	7	2	18,166	A	1	19
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#### Notes:

Eight DBI machines in storage. (Five at Brooklyn and three at Wilshire.)

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TP TP	4, 500	7.6,	1,213	3,033		Western Region Grand Totales   MOT27064   211   March   1995   1995   1995   1995   1995   1995   1995   1995

AMEN	NDMENT OF SOLICITATION	MO_iFI	CATION OF	CONTRA	1. CO	NT	RACITE DE		PAGE OF PAGE
2. AM 030	ENDMENT/MODIFICATION NO.	1	FF. DATE 06/04/2001		UISITION/PL	JRC	HASE REQ. NO.	5. PROJEC	1 1 T NO. (If applicable)
		HQPR				RE	D BY (If other than I	to COD	r Norma
	nigration & Naturlization Svc						laturlization Svc	rem 6) CODI	HOPRO
	dquarters Procurement			1	Headquarte	rs P	rocurement Div		
	I Street NW Room 2208						Room 2208		
Was	shington, D.C. 20536				Washington				
NAN	ME AND ADDRESS OF CONTRA	CTOR (N	lo., street, coul	nty, State a	nd Zip Code)	Π	9A. AMENDMEN	T OF SOLICE	TATIONING
	NELL CORPORATION TIN: 5414	67670						Of GOLIGI	TATION NO.
	Michael Uster						00.0		
	50 E. Monument Drive					L	9B. DATED (SE		
	e 800 ~					l	10A. MODIFICA	TION OF CO	NTRACT/ORDER NO.
FairF ODE	-ax VA 22	2033				Х	COW-9-C-(		
ODE	· · · · · · · · · · · · · · · · · · ·	FACILITY					10B. DATED (SE	E ITEM 13)	07/01/1999
The	above numbered entiritation ( )	inio II	EW UNLY AP	PLIES TO A	MENDMENT	SC	F SOLICITATION	S	
lended	above numbered solicitation is amend  d. Offers must acknowledge receipt of the	ed as set f	orth in Item 14.	The hour and	date specified t	for re	ceipt of Offers	is extend	ed, is not
Buc	d. Offers must acknowledge receipt of t	ina amend	milent prior to the	nour and dat	e specified in th	ne sc	licitation or as amend	led, by one of th	e following methods:
bmitte	ompleting Items 8 and 15, and returning d; or (c) By separate letter or teleprama	which inch	copies of the	amendment;	(b) By acknowle	edgir	og receipt of this ame	ndment on each	copy of the offer
BER	d; or (c) By separate letter or telegram v RECEIVED AT THE PLACE DESIGNAT REFER. If by virtue of this amendment y	ED FOR 1	THE DESCRIPTION	TO UTC SONLIG	ion and amend	men	t numbers. FAILURE	OF YOUR ACK	NOWIFDGEMENT
JUR Q	FFER. If by virtue of this amendment u	ou desire	to obsess		MON TO THE	HOU	W WIND DATE SPEC	IFIED MAY RES	SULT IN REJECTION OF
				and is receive	d prior to the op	enir	g hour and date spec	ified.	hinaided each
. ACI N/A	COUNTING AND APPROPRIATION	ON DATA	(If required)						
	13 THIS	ITEM A	PDLIEC ON V	70.110.7	NET CH	ANG	SES: \$ 0.00		
	IT Mo	ODIFIES	THE CONTRA	TO MODIF	ICATIONS O	FC	ONTRACTS/ORD RIBED IN ITEM 14	ERS,	
A. T	HIS CHANGE ORDER IS ISSUED PUR PRDER NO. IN ITEM 10A.	RSUANT	TO: (Specify au	thority) THE (	HANGES SET	FO	RIBED IN ITEM 14 RTH IN ITEM 14 ARE	MADE IN THE	CONTRACT
ə <sub>l</sub>	HE ABOVE NUMBERED CONTRACT/ oppropriation date, etc.) SET FORTH IN	I ITEM 14,	PURSUANT TO	REFLECT TH THE AUTHO	HE ADMINISTR DRITY OF FAR	ATN 43.1	E CHANGES (Such	as changes in ;	paying office,
C. T	HIS SUPPLEMENTAL AGREEMENT I	S ENTER	ED INTO PURSU	JANT TO AUT	HORITY OF:	70. 1	00 (b).		
D. 0	THER (Specify type of modification an	of on other site.							
,	Mutual Agreement of the Parties	u aunong	"						
IMPC	ORTANT: Contractor X is not		is required to sig	n this docum	ent and return		2 copie	s to issuing office	
DES	SCRIPTION OF AMENDMENT/MC	DIFICAT	TION (Organize	ed by UCE see	tion headings	incl	oliana a strata strata		· · · · · · · · · · · · · · · · · · ·
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(3)	. The revised attac	hment	changes	the tot	arr bro	ev:	lous version	ns of Att	achment
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sep	arate sheet, attache	d.		, call.	Tue chai	nge	s are spec:	ified in	the
2.	All other terms and	cond.	itions of	tha -	om do ace en el				
3.	Point of contact for	r this	s modific	ation i	s Jeanet	te	Housen (20	2) 305-3	113
t as pro	ovided herein, all terms and conditions of	of the docu	Iment referenced	in Hom DA	100			3	
NAN	NE AND TITLE OF SIGNER (Type	or print	)	nem aA or	A NAME	rore	cnanged, remains un	changed and in	full force and effect.
	1.26	E- 11-14		16	A. NAME AN Kathryn J.	vi⊡⊺ .Ka	ITLE OF CONTR Ilinikos	ACTING OFFI	CER (Type or print)
. CON	TRACTOR/OFFEROR		1400						
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	ignature of person authorized to si	gn)	<u> </u>	l	(Sia	$\sum_{t}$	re O Cobbacting	officer!	16/6/61
Vendo Receir	- Cinciar		Requestor					FORM 30 (R	FV 10.93
· veceli	ving G104 Oblig.	∐ (	Other				Prescribed by	GSA FAR (4	18 CFR) 53.243 <b>2</b>

Rec Sire	ar of Staffing 228	Dodinen	Egionomie 1590	n Changes Comment
Dallas North	0	0	0	Name Change
Dallas South	3	1	1	New ASC
Odessa	-1	0	. 0	11011 1100
Houston-SE	0	-2	0	
Houston-SW	0	-2	-1	
Brownsville	-1	-1	0	
Wilshire	0	0	-2	•
Portland OR	0	0	1	
Salinas	0	0	1	
San Jose	<u>Q</u>	<u>-2</u>	0	•
Total	1	-6	0	

#### Recap of Staffing Document Reople Changes

Manchester	Plus one FP technician
Cincinnati	Plus one FP technician
Richland	Part-time Site Supervisor to Full-time Site Supervisor
Dallas South	Plus one Guard
Dallas South	Plus six FP technicians
Dallas South	Plus one QA specialist
Dallas South	Plus one Site Supervisor

#### **INS Fingerprint Program** Summary

	<b>S</b>		rometer:	EP.	FD	Line of	initial and a	UA arraga	Carolina contra								
EASTERN	ASC	COLO	Total	Capacity	N/C	6	4.5			Part-Time	Bio		Biö		190	L-90	Total
Atlanta	2	2	4	49,909	11	2	7	- <u> </u>		Positions		Wis	Tech	Capacity	WS	Tech	Position
Baltimore	1	2	3	48,088			7	3	4	3	26,140	6	2	26,140	4	2	23
Boston	3	3	4	82,583		2	12	3	2	3	35,206	5	3	23,956	3	2	21
Buffalo	0	3	3	6,067	3	1 2	12	4	5	3	42,850	6	3	31,600	4	3	32
Cleveland	1	2	3	11,443	4	0	,	Ü	3	2	7,280	3	0	7,280	3	0	6
Detroit	2	1	3	44,191	6	2	2	U	3	] 1	13,732	3.	1	10,919	2	1	8
Viami	7	1	8	199,908	31	7	5	2	2	1	29,779	4	3	18,529	2	2	17
New Orleans	0	6	6	13,319	7	1	29	10	8	7	104,890	17	9	82,390	8	7	77
New York	7	0	7	318,750	48	2	2	0	5	6	15,983	6	0	10,920	4	0	15
Vewark	2	0	2	93,750		9	41	14	9	10	101,250	16	9	101,250	9	9	101
Philadelphia	2	2	4	· · · · · · · · · · · · · · · · · · ·	12	3	12	4	3	2	56,250	9	5	33,750	3	3	32
ortland (ME)	0	3	"	44,780	10	2	6	2	3	2	19,986	6	1	19,986	4	2	18
San Juan	1	2	3	12,730	3	Ų	0	0	1	2	3,276	2	0	3,276	2	ā	70
Vashington DC	1	1	3	9,100	4	1	. 1	0	3	1	10,919	4	1	10,919	3	1	5
SUD-HOLAN SWIFE	1209-14	, ,	۷.	59,283	/	1	8	_ 3	3	2	26,140	6	2	14,890	2	i 1	20
			29	993,901	705	32	133	45	54	45	493,681	93	39	1 395,805	53	33.	20 110381

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GENTRAL	ASC	COLO	Total	Canacity	WIE		, JE			Part-Time	Capacity	Blo	Blo	1.90%	1.90	1-90	Total
Chicago	6	2	8	150.965	24	6	22	- <del>V/A</del>	Sin	Losinous	Capacity	WS	Tech	Capacity	WS	Tech	Positions
Dallas	4	1	5	101,333		1	15	_		8	100,100	סי ן	13	68,658	9	6	71
Denver	2	2	4	45,992	8	2	6	9	6	4	87,850	10	8	76,600	8	6	49
El Paso	2	1	3	51,425	6	2	8	2	2	4	32,691	5	3	21,441	4	2	21
Harlingen	2	0	2	24.816	4	2	4		3	] 2	39,210	6	4	27,960	3	2	24
Helena	0	3	3	3,943	3	6	0	. ,	2	2	18,529	4	2	18,529	2	2	15
Houston	3	0	3	131,250	14	3	17	6		3	4,732	3	0	4,732	3	0	4
Kansas City	0	3 .	3	9,100	3	0	2	ο .	3	2	56,250	7	5	56,250	5	5	42
Omaha	0	2	2	6.066	2	ñ	2	٨	2	1	10,920	3	. 1	10,920	3	0	7
San Antonio	1	1	2	30,469	4	1	1	2	2	1	7,280	2	0	7,280	2	0	5
St. Paul	1	4	5	23 602	7	1	3	4	2	2	14,063	4	3	22,500	2	2	16
Silb-total State	21	19	40	578,961	AR.	出語うな際語	H A WAR	, 	1246	5	17,074	5	1	17,074	5	1	13
			11220 (1121)	and the second s	Declar 22	Harris Alba III		43		<b>44</b>	424,757	65	40	331,944	464	¥ 26	267 m

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WESTERN Anchorage	ASC	core	O Total	ean ain	We	61				Part-Time	Blo a	Blo	Blo	1-902	190	1-90	Total .
Anchorage	0	1	. 1	3 033	1	A 444	1	340	Sub	Logidous	Lapacity	WS	Tech	Capacity	WS	Tech	Positions
Honolulu	0	2	2	9,099		1 %	2	Ü	7	0	3,640	1	0	3,640	1	0	2
Los Angeles	12	n	12	531,066		100	2	0	2	1	10,919	2	1	10,919	2	1 1	7
Phoenix	3	2	5	77,757		19	70	29	19	15	356,029	45	34	243,529	24	22	208
Portland (OR)	1	ñ	1			3	12	4	5	2	48,309	10	4	37,059		3	33
San Diego	,	. 4	_ '	18,750	_	] ]	3	1	1	0	22,500	2	2	11,250		1	35
San Francisco		,	3	57,767		2	8	3	3	3	46.820	7	4	24,320		;	9
Seattle	9	U	9	271,323	38	11	36	12	11	8	134,337	19	13	89,337	-	2	25
Seattle	1	3	4	43,567	7	1	. 6	2	4	3				19,537	12	9	100
Sübbloial	28	169	37	1,012,362	1131	37.	138	51	46	30	25,100	Series.	Z Mozani	18,530	4	1	19
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		A STATE OF THE PERSON OF THE P
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		CONTRACTOR BUSINESS CONTRACTOR
	### FP ### FP #########################	

Ten DBI machines in storage. (Five at Brooklyn, three at Wilshire & one at Odessa and Brownsville.)

<sup>2.</sup> One I-90 workstation in storage at Houston-SW.

Code Location				A	7	The second secon											
	25.70		93	Capacity	grand	Tech Q	a	Part Time Positions	Blo Capacity	910 W.S	Staff	B10	061	06:1		777.323.	4012 vee
irner:	ASC	37.500	~ «	1,517	0 1	0	-	-	1,820	-	1,820	<del>-</del>		<del>~</del>	1.820	USA .	Sugnos
***	ASC	9,375	) m	9,375				← 6	11,250	ო	11,250	-	11,250	_	11,250		. 22
Charleston, SC	COLO		. –	1,517	- 0	- C		<b>⊃</b> ←	11,250		11,250		11,250	-	11,250		7
	Totals	806:67			7		+		26,140	- 6	0.82U	0 8	1,820 <b>26</b> 740	- 4	1,820	0.6	2
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	Type	44		Staff				Table 1	2071								
1213, 37	OL ASC	Capacity	(A)	Capacity	Guard 7	Tech CA	<u>د</u> د	Positione	0 0	9	Staff		831123	33,525	727	06-1	
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Appendig Calindring	ASC	28,125	က	9,375	-	4	-		22.500	3 0	11.250	- ^	11,250		11,250	,	ω ,
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BOSTON DISTRICT					2						100			2			
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Code Location	ofASC	Canadillo		9 6		14.57	200	Part Time	90	018	Staff	910	061	1.90	Staff	06-1	CTC
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releases?	ASC	9.375		0,070	<b>&gt;</b> +	, c	~ .	_	22,500	က	11,250	7	11,250	-	11,250		3
XBE Providence	ASC	4.550		2,5,4	- •	, , ,	- ,	<b></b>	11,250	-	11,250	-	11,250	-	11,250	-	: ∞
XBG Manchester	COLO	3.033		200	- c	- ·	<del></del>	<u> </u>	5,460	-	5,460	0	5,460	-	5,460	_	
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XBI		2,033		3,033			<del>-</del>	<b>-</b>	3,640	-	3.640		3.640	-	3,640	9	SUOMISON
XBU Syracuse		1517		7,51	٠ ٠	0	_	0	1,820	-	1,820	0	1,820		1,820	> c	· •
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	ETROIT DISTRICT	Code Location XDK Detroit	OF Grand Rapids	Sau	N.	MIAMI DISTRICT		cos Location	Miam	Miam	Miam	Fila						
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팅	S SYNO	0700	Totals		_	<b>e</b> 07.	OLASC	oros	ı	Totals
ANCHURAGE DISTRIC	ation	Anchorage			U DISTRICT		ation	oinio	na	
ANCHUR	***************************************	XAA Anc			HONOLUL	917	2002	Hou	KHG Agana	

Total Positions	6	78	20	25	18	12	24	13	27	<b>о</b>	- 00	. 2	avu.
- 1-90 1-90 1-90 1-90 1-90 1-90 1-90 1-90	-	m	~	m	8	-	~	-	2	· <del></del>	_	· 60	66
Staff	11.250	11,250	11,250	11,250	11,250	11,250	11.250	11,250	11.250	11.250	7.279	11.250	The state of the s
98% S/M	-	ന	m	ო	ო	-	7	-	m	-	_	7	16
L90 Capacity	11.250	33,750	22,500	33,750	22,500	11,250	22,500	11,250	22.500	11.250	7.279	33,750	
OB Det	-	ဖ	4	9	3	2	n	2	က	_	-	2	10 A.C.
Staff	11.250	11,250	11,250	11,250	11,250	11,250	11,250	11,250	11,250	11,250	7,279	11,250	
o B W	-	ဖ	4	7	4	2	£.	က	'n	-	-	9	X
9IO Capacity	11,250	67,500	45,000	67,500	33,750	11,250	33,750	11,250	33,750	11,250	7,279	22,500	258.000
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Tech	4	O	9	7	ഗ	4	0	Ŋ	7	ო	8	Φ	7
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	9,375	9,375	9,375	9,375	9,375	9,375	9,375	9,375	9,375	9,375	990'9	9,375	
	₩	00	ß	ဖ	4	ო	6	4	9	4	7	~	
	28,125	75,000	46,875	56,250	37,500	28,125	84,375	37,500	56,250	9,375	990'9	65,625	531,066
28 <b>8</b> 30	ASC	ASC	ASC	ASC	ASC	ASC	ASC	ASC	ASC	ASC	ASC	ASC	Totals
Location	Pomona	El Monte	Gardena	Van Nuys	Beliflower	Fairfax	Santa Ana	Buena Park	Riverside	Oxnard	Goleta	Wilshire	
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Total Positions	12	9	7	2	-	33
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Staff	11,250	7,279	3.640	3,640	11,250	
08-1 S/W	2	-			2	
Capacity	11,250	7.279	3,640	3,640	11,250	37,059
Bio	7	-	0	0	-	
Staff	11,250	7.279	3,640	3,640	11,250	
oia V	~	~	<b>-</b> -	-	4	10
BIO Capacily	22,500	7,279	3,640	3,640	11,250	48,309
Part Time Positions	<b>,</b>	-	0	0	0	2
3	<u>_</u>	-	-	-	-	₩ <b>6</b>
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a Tech	4	₹	<b>,-</b>	-	ιΩ	21
18 10	-	-	0	0	-	
Shaff	9,375	990'9	3,033	3,033	9,375	
SIA AA	n	7	-	-	4	1
Nonack Canack	28,125	990'9	3,033	3,033	37,500	19171
0.4830	ASC	ASC	OOC	0700	ASC	Totals
Cocation	Las vegas	Luscon	Reno	Yuma	Phoenix	

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SAN DIEGO DISTRICT	CI																
Sode Location	TYPS	Sapacity Sapacity	E S	Staff	Quard	ne Tach OA	A Sue	Partiting Positions	BIG S Capacity	BIO	Staff	Bio	Canacin	1.90 S/W	Staff	1.90 Tech	Total
XSB San Diego	ASC		ಶ	9,375	-	5	-	-	33,750	4	11,250	က	11.250	<u> </u>		-	14
San Marcos	ASC	18,750	7	9,375	<b>-</b>		-	-	11,250	7	11,250	+	11,250	_	11,250	_	்
ASICO CAIEXICO	COLO	1,517	1	1,517	0				1,820	1	1,820	0	1,820	-	1,820	0	84
	Corais	57,767			2	0		3 . 3	46,820			4	24,320	4		2	25
SAN FRANCISCO DISTRICT	STRICI									-							
	eck)	44	FRE	Start		49		Benefin	1 810	Bio	Staff	BIO	06:1	1.90	Staff	C80	Total
Code Location	OLASC.	Capacity	SIA	Capacity	Guard	Lech O	es. Se	Hone	Albeciery, s	SM	Capacity	Tech	Capacity		O	Tech	Positions
VEO Conta Day	A A	46,875	<b>S</b>	9,375	<u>.                                    </u>	9	÷.	1	.22 400	က	11,250	7	11,250	<del>-</del>	11,250	-	14
And Callia Rosa	ASC	990'9	CV 1	990'9	-	<del>-</del>		0	*	<b>4</b>	7,279	-	7,279	-	7,279	+	w
Collinas	A A	9,375	~ .	9,375	-	2	÷.	-	\$		11,250	-	11,250	7	11,250	<del></del>	<b>~</b>
Moderto	) (C	006,72	4 (	9,375	7	5	-		を存	7	11,250	۲	11,250	-	11,250	-	5
XIII Erecho	) (s	0,000	٧,	6,066	,	- ·	-	o.	1	2	7,279	-	7,279	_	7,279	~	10
Bakersfield	A A	000,70	4 (	0 0 0 0 0 0 0		. SI		- 1	200	က	11,250	2	11,250	7	11,250	-	5
XTD San Francisco		5,000 5,000	<b>4</b> 5	0,000	- ·	- r	- (	o (	<b>ග</b>	-	7,279	_	7,279	-	7,279	-	ıo
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Can Jose		- 13	,	9,375			2	2	33,750	က	11,250	3	11,250	-	11,250	-	8
A Migrat Office (O.S.)	200	C 1117.03	9			36 12	11	8	134,337	19		13	89,337	12		6	100
SEATTLE DISTRICT			!														
	8	TES LES SELL	4	Suff				Part-Time		910	Staff	Bio	1.90	1:90	Staff	1.90	Total
XSE Seattle	S C C C		3	Capacity	Deng	Iech OA	<b>ons</b> 1	Positions		STA	Capacity	Tech	Capacity	S	Capacity	Tech	Positions
Snokana	) C	1,500	4 4	מ'ט'י נייל ניי	- <b>(</b>	5			22,500	4	11,250	2	11,250	-	11,250	-	13
Richland		7,01,	- ,	7,0,1	<b>&gt;</b> •	0 0	<del>-</del> .		1,820	-	1,820	0	1,820	_	1,820	ò	~
XSH Yakima	3 5	7.0,4	- •	/10'1	<b>-</b>	0 (	- ,	o ·	1,820	-	1,820	0	1,820	-	1,820	0	-
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